

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]

Dear [Friend's Name],

I hope this letter finds you happy and smiling! I wanted to write to you because I'm thinking about how much fun we had [mention a specific activity or day you spent together].

I remember when we [mention another shared memory or experience], and it made me smile. What is your favorite memory from that day?

I really enjoy talking with you about [mention a shared interest or hobby]. Maybe we can do that again soon! I would love to hear about what you are doing these days.

Take care and let's keep in touch!

Your friend,
[Your Name]