

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

Dear [Friend's Name],

I hope this letter finds you in great spirits! I've been thinking about you lately and wanted to catch up. It seems like ages since we last hung out, and I really miss our chats over coffee.

I have been keeping busy with [a brief update about your life, e.g., school, work, a recent trip, etc.]. It's been quite the adventure! I remember the last time we were together, and how fun it was to [mention any shared experience]. We should plan something soon!

How have you been? I'd love to hear all about what's new in your life. Any exciting happenings?

Let me know when you're free so we can meet up. Looking forward to hearing from you!

Take care,
[Your Name]