

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

Dear [Friend's Name],

I hope this letter finds you well! I wanted to take a moment to catch up and share what's been going on lately.

[Write a few sentences about your current life, activities, or experiences.]

I also wanted to ask about how things are going on your end. [Mention something specific or a question you have for them.]

Can't wait to hear back from you soon!

Take care,

[Your Name]