

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

Dear [Recipient's Name],

I hope this letter finds you well! It's been a while since we last caught up, and I wanted to take a moment to reach out and see how you are doing.

[Share a recent update about yourself or ask about their life.]

I was reminiscing about our [mention a shared memory or experience], and it brought a smile to my face. It really made me realize how much I value our friendship.

If you have some time, I would love to hear all about what's new with you. Maybe we can plan a meetup or a call soon?

Take care and looking forward to your reply!

Warm wishes,

[Your Name]