

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

Dear [Friend's Name],

Hey! Hope you're doing great. I wanted to catch up and share some exciting stuff happening in my life.

[Insert personal news or updates here.]

By the way, have you seen [mention any mutual interest, like a movie, show, or event]? I'd love to hear your thoughts on it!

Let's plan to hang out soon. I miss our hangouts and it would be great to catch up in person.

Take care and write back when you can!

Best,

[Your Name]