

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

Dear [Friend's Name],

I hope this letter finds you in great spirits! I wanted to take a moment to catch up and share some exciting news.

Last weekend, I went to [event/place], and it was an absolute blast! I wish you could have joined me. We had such a good time, especially when [insert fun detail or anecdote]. It reminded me of that time we [shared memory].

How have you been? Any new adventures or projects on your plate? I'd love to hear all about what you're up to these days. Maybe we can plan a get-together soon? It's been way too long since we last hung out!

Take care, and write back when you can.

Warm wishes,

[Your Name]