

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

Dear [Friend's Name],

I hope this letter finds you well! I wanted to write to you and tell you about some fun things that have been happening lately.

[Share a fun story or activity you did recently.]

How have you been? I miss our time together! [Ask about something specific related to your friend's interests or activities.]

I can't wait to hear back from you and learn what you have been up to!

Let's plan to meet up soon.

Take care!

[Your Name]

P.S. [Include a fun or encouraging note at the end.]