

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

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you in great spirits. I've been meaning to write to you for a while, and I'm finally taking the time to put my thoughts on paper.

[Insert personal anecdote or update here. Talk about recent events in your life, share your feelings, or express your thoughts on a particular subject.]

I think about our time together often, especially [mention a specific memory]. It always brings a smile to my face. I truly value our friendship and the memories we've created.

How have you been? I'd love to hear about what's new in your life. Please write back when you have a moment!

Sending you warm wishes,

[Your Name]

P.S. [Optional personal note or reminder.]