

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Friend's Name],

I hope this letter finds you well! It's been a while since we last caught up, and I wanted to share some updates and hear all about what you've been up to.

[Personal anecdote or news...]

I'm really looking forward to hearing back from you. Let me know your plans for the upcoming weekend, maybe we can meet up!

Take care and write soon!

Best,

[Your Name]