

[Your Address]

[City, State, ZIP Code]

[Email Address]

[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 drop you a line to see how things are going.

I've been busy with [brief description of what you've been doing], but I always think back to our fun times together, especially [mention a specific memory].

I would love to hear about what you've been up to lately. Have you had any adventures or exciting news? Let's plan a get-together soon, maybe over some coffee or a weekend trip.

Looking forward to hearing from you!

Take care,

[Your Name]