

[Your Address]

[City, State, ZIP Code]

[Date]

Hey [Friend's Name],

I hope this letter finds you in great spirits! I just wanted to drop you a quick note to catch up and see how things are going on your end.

Things have been pretty chill here. [Share a brief personal update or story]. I can't wait to hear about what you've been up to lately!

Remember that time we [mention a funny or memorable experience]? Good times!

Let me know when you're free to hang out. It would be awesome to catch up over coffee or a movie--my treat!

Looking forward to hearing from you!

Take care,

[Your Name]