

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

Dear [Friend's Name],

Hey there!

I just wanted to drop you a quick note to say hi and see how you've been. It feels like ages since we last caught up! Life has been a bit of a whirlwind on my end, but I'm managing to keep my head above water.

I remember that hilarious moment from our last hangout, and it still makes me laugh! We definitely need to make more memories like that soon. How about grabbing coffee or heading out for a movie this weekend? Let me know what works for you!

Anyway, sending you lots of love and hugs. Can't wait to hear from you!

Xoxo,

[Your Name]