

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

Dear [Friend's Name],

I hope this letter finds you in great spirits! I've been thinking about you lately and wanted to catch up.

[Share some personal updates, stories, or happenings in your life.]

Also, I remember you mentioned [something they talked about], and I'd love to hear more about that.

Let's plan to get together soon--maybe grab coffee or just hang out at home? I miss our chats!

Take care and write back when you can.

Best,

[Your Name]