

[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 wanted to take a moment to catch up and share some exciting news. [Insert a personal update or anecdote here].

I've been thinking about our last adventure together and how much fun we had. [Mention a specific memory or event]. It really made me realize how important our friendship is to me.

I would love to hear all about what you've been up to lately. How's everything going with [Friend's recent activities or interests]?

Let's plan a get-together soon! I miss hanging out and would love to see you.

Take care and write back when you can!

Warm regards,

[Your Name]