

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Date]

Dear [Friend's Name],

I hope this letter finds you in great spirits! It's been a while since we last caught up, and I thought I'd drop you a note to see how you've been. Things here have been pretty good. [Share a brief update about your life, like work, family, or any recent events.] I recently [mention any fun activities you did, like traveling, a new hobby, etc.], and it was an absolute blast!

I'd love to hear what's new with you. How's your job going? Have you had any fun adventures lately? Let's plan a get-together soon; I miss our [mention any favorite pastimes you enjoyed together].

Take care and write back when you can!

Best,

[Your Name]