

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

Dear [Friend's Name],

I hope this letter finds you well! It's been a while since we last caught up, and I wanted to take a moment to reach out and share some updates from my side.

[Insert personal updates, experiences, or stories here. Talk about recent events in your life, mutual friends, or anything you'd like to share.]

I also wanted to know how you've been doing. [Ask about their recent activities or interests.] I miss our hangouts and the fun times we used to have.

Let's plan to get together soon. [Suggest a specific date or event.] I would love to hear all about what you've been up to and catch up in person.

Take care and write back when you can!

Warm regards,

[Your Name]