

[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Date]  
Dear [Friend's Name],  
[Opening greeting]  
[Body paragraph 1: Introduction and personal updates]  
[Body paragraph 2: Share experiences or events]  
[Body paragraph 3: Ask about the friend's life or share a funny anecdote]  
[Closing remarks]  
Take care,  
[Your Name]