

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]

Dear [Friend's Name],

I hope this letter finds you well! I just wanted to write to you and see how you are doing.

I have been really busy with [share something interesting you have been doing, like a sport, project, or hobby]. Have you been working on anything fun?

I miss our time together, especially [mention a specific memory or activity you both enjoyed]. I think it would be great to [suggest a fun idea to do together, like a visit, a game, or an event].

Please write back soon and let me know what you've been up to! I can't wait to hear from you.

Take care!

Your friend,

[Your Name]