

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

Dear [Friend's Name],

I hope this letter finds you well! I've been thinking about you a lot lately and wanted to catch up.

[Write about recent events in your life, express thoughts or feelings, and ask about your friend's life.]

I can't wait to hear back from you! Take care and give my regards to [mutual friends/family].

Best,

[Your Name]