

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Friend's Name],

I hope this letter finds you well! I wanted to share some exciting news with you. Recently, I [describe an event or experience]. It was absolutely [adjective]. I thought of you because [mention a shared interest or experience].

I also wanted to ask how you've been. Is [mutual friend's name] still [something relevant]? Let's catch up soon - I miss our hangouts!

Looking forward to hearing from you.

Best,

[Your Name]