

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

Dear [Friend's Name],

I hope this letter finds you well!

[Start with a friendly greeting or personal update.]

[Share some news, thoughts, or experiences you want to discuss.]

[Ask about their well-being and any recent events in their life.]

I look forward to hearing from you soon!

Take care,

[Your Name]