

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Friend's Name],

Hey! How have you been? I hope this letter finds you in good spirits. I wanted to catch up and share some recent happenings in my life.

[Insert personal news, updates, or anecdotes here.]

I'm really looking forward to hearing all about what you've been up to lately. Let's plan to meet up soon!

Take care and write back when you can!

Best,

[Your Name]