

[Your Address]  
[City, State, Zip Code]  
[Date]  
[Friend's Name]  
[Friend's Address]  
[City, State, Zip Code]  
Dear [Friend's Name],  
[Opening line: How have you been?]  
[Paragraph 1: Share some updates about your life.]  
[Paragraph 2: Inquire about your friend's life and interests.]  
[Paragraph 3: Mention any shared memories or future plans.]  
[Closing line: Looking forward to hearing from you soon!]  
Take care,  
[Your Name]