

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

Dear [Friend's Name],

I hope this letter finds you in great spirits! It's been a while since we last connected, and I wanted to take a moment to reach out and share some thoughts.

[Personal anecdote or memory that reminds you of your friendship.]

I often think about the wonderful times we've spent together, [mention specific activities or experiences], and how they have enriched my life. Your friendship means so much to me, and I cherish all the memories we've created.

[Ask about your friend's life, interests, or recent activities.]

I would love to catch up soon! Perhaps we can schedule a call or meet up for coffee? Let me know what works for you.

Take care, and I look forward to hearing from you!

Warm regards,

[Your Name]