

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

Hey [Friend's Name],

I hope this message finds you well! I've been thinking about you lately and just wanted to check in. How have you been?

Things on my end have been pretty [insert personal update, e.g., busy, fun, etc.]. I recently [share a brief personal anecdote or update]. It reminded me of that time we [mention a shared memory]!

I'd love to hear what you've been up to. Maybe we can catch up soon? Let me know when you're free, and we can make some plans.

Take care, and talk soon!

Best,

[Your Name]