

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

Dear [Friend's Name],

I hope this letter finds you well! I wanted to take a moment to write to you because our friendship means a lot to me. I always enjoy the time we spend together and the fun things we do.

One of my favorite memories with you is [describe a specific memory or event]. It makes me smile whenever I think about it! I really appreciate how [mention a quality you admire about your friend].

I would love to hear more about what you've been up to lately. Have you tried anything new or have any exciting plans? Let's make sure to hang out soon! Maybe we can [suggest an activity, like going to a movie, playing a game, etc.]

Thank you for being such a wonderful friend. I am grateful to have you in my life!

Take care and write back when you can!

Best wishes,

[Your Name]

P.S. Don't forget to tell me about [specific thing you want to know]!