

[Your Address]

[City, State, ZIP Code]

[Date]

[Friend's Name]

[Friend's Address]

[City, State, ZIP Code]

Dear [Friend's Name],

I hope this letter finds you in great spirits! I wanted to take a moment to catch up and share some exciting news with you.

[Insert a personal update or anecdote.]

How have you been lately? I've been thinking about our last adventure together and how much fun we had. I would love to plan something similar soon!

[Ask about their interests, school, or hobbies.]

Looking forward to hearing from you soon!

Take care!

Best wishes,

[Your Name]