

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Friend's Name],

I hope this letter finds you well! It's been a while since we last caught up, and I've been thinking about all the fun times we had together.

I wanted to share some exciting news with you. [Insert personal news or updates]. I really wish you were here to experience it with me!

Also, I remember our plans to [mention any past plans or memories]. We should definitely make that happen soon. How about [suggest a date or activity]?

Anyway, I'd love to hear what's new with you. Make sure to drop me a line when you can!

Take care and talk soon!

Best,

[Your Name]