

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

Hey [Friend's Name],

I hope this letter finds you well! I just wanted to reach out and check in on everything. It's been a while since we last caught up, and I'd love to hear about how things have been going with you.

Also, are you up for a get-together soon? Maybe we could grab some coffee or hang out at [suggest a fun place]? Let me know what your schedule looks like!

Take care and talk soon!

Best,

[Your Name]