

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

Dear [Friend's Name],

I hope this letter finds you in great spirits! I just wanted to take a moment to catch up and share some of the fun activities happening around here.

[Share a personal update or story.]

Also, I recently learned about WKVI and the awesome things they are doing in our community. [Mention any specific program or event related to WKVI that interests you.]

I'd love to hear what you've been up to as well! Let's plan a day to hang out soon.

Take care and write back when you can!

Best,

[Your Name]