

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]  
[Friend's Name]  
[Friend's Address]  
[City, State, Zip Code]  
Dear [Friend's Name],  
[Opening line: How have you been?]  
[Body: Share your news, experiences, or thoughts.]  
[Closing thoughts: Invite a response or suggest a meet-up.]  
Take care,  
[Your Name]