

[Your Address]

[City, State, ZIP Code]

[Date]

Dear [Friend's Name],

I hope this letter finds you well! I've been thinking about you lately and wanted to catch up. Remember that time we [insert a fun memory or inside joke]? I can't help but smile every time I think about it!

Things here have been pretty good. I've been [briefly describe what you've been up to lately]. How about you? I'd love to hear what's new in your life.

Let's plan to get together soon. Maybe we can [suggest a plan, like grabbing coffee or going for a hike]?

Take care, and write back when you can!

Best,

[Your Name]