

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

Dear [Friend's Name],

I hope this letter finds you in great spirits! It's been a while since our last catch-up, and I thought I'd take a moment to reach out and share some of my thoughts with you.

[Insert a personal anecdote or memory that you both share, perhaps something funny or heartwarming.]

It always reminds me of [insert a quality or lesson that you appreciate about your friendship], and I am so grateful to have you in my life.

Lately, I have been [share something interesting that's happening in your life] and I can't wait to hear what you've been up to! I'd love to know your thoughts on [insert a topic or question], as I value your perspective.

Let's plan a day soon to hang out! Maybe we can [suggest an activity you both enjoy]. I miss our laughter and those long talks.

Take care and keep shining bright! Can't wait to hear from you soon.

Warmest wishes,

[Your Name]