

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

Dear [Friend's Name],

I hope this letter finds you well! I just wanted to take a moment to catch up and share what's been going on with me lately.

[Share a personal update or story]

I'd love to hear about what you've been up to as well. Let's plan to meet up soon or maybe have a call to chat.

Take care and write back when you can!

Best,

[Your Name]