

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

Dear [Friend's Name],

I hope this letter finds you in great spirits!

[Opening Paragraph: Share a personal anecdote or express how you've been thinking of them.]

[Second Paragraph: Ask about their life, family, or recent experiences. Share any mutual interests or memories.]

[Third Paragraph: Suggest a plan to meet up or catch up over the phone or video chat.]

Looking forward to hearing from you soon!

Warm regards,

[Your Name]