

****Template Example for a Letter to a Friend****

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Friend's Name],

I hope this letter finds you well! It's been a while since we last connected, and I wanted to take some time to catch up and share what's been going on in my life.

[Insert a personal update or story here. For example: I recently went on a hiking trip to the mountains and it was breathtaking. I can't wait to tell you all about it!]

I've also been thinking about the fun times we had [mention a specific memory or event]. Those were such great moments, and I hope we can create more memories together soon.

How have you been? I would love to hear all about what you've been up to lately. Let's plan a time to meet or chat soon!

Take care and write back when you can.

Best wishes,

[Your Name]