

****[Your Name]****

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

Dear [Friend's Name],

****Introduction****

- Start with a warm greeting
- Mention how you've been and ask about them

****Body****

- Share recent experiences or updates in your life
- Discuss any mutual interests or updates about mutual friends
- Include a funny story or memorable moment

****Conclusion****

- Express excitement about keeping in touch
- Suggest a meet-up or phone call
- End with a warm closing statement

Take care,

[Your Name]