

[Your Address]

[City, State, Zip Code]

[Date]

[Friend's Name]

[Friend's Address]

[City, State, Zip Code]

Dear [Friend's Name],

I hope this letter finds you in great spirits! I wanted to take some time to catch up and share what's been happening with me lately.

[Insert a few sentences about your recent experiences, thoughts, or feelings.]

How have you been? I'd love to hear all about what's going on in your life.

Let's plan to meet up soon! I miss our time together.

Take care and write back when you can!

Best wishes,

[Your Name]