

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[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 have been thinking about you lately and wanted to take a moment to share some thoughts and updates from my life.

[Insert personal anecdotes, memories, or shared experiences that highlight your friendship.]

I've also been reflecting on [a specific topic, event, or emotion] and I believe it's something we can both relate to.

[Share your feelings, thoughts, or advice related to that topic.]

It's been a while since we [mention a specific event you both enjoyed], and I would love to get together soon. Let's plan a time to catch up, whether it's over coffee, a walk in the park, or just a phone call.

Take care of yourself, and remember I'm always here for you.

Warm wishes,

[Your Name]

P.S. [Optional postscript; can include a funny side note or an inside joke.]