

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]

Dear [Friend's Name],

I hope this letter finds you well. I've been thinking about you a lot lately and couldn't resist reaching out to catch up!

[Share a personal anecdote or memory you both cherish.]

I miss our [specific activity you enjoyed together], and I really look forward to doing that again soon. It always brings me so much joy to spend time together and laugh about our [inside joke or shared experience].

How have you been? [Ask about their life, job, family, etc.] I genuinely want to hear all the updates.

Let's plan a day to hang out soon! I'd love to [suggest an activity, like grabbing coffee or going for a hike].

Take care, and know that I'm always here for you.

Warmest wishes,

[Your Name]