

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

Dear [Friend's Name],

I hope this letter finds you in great spirits! I wanted to take a moment to write to you and catch up on everything that's been going on in our lives.

It's been a while since we last spoke, and I miss our long chats. How have you been? I've been keeping busy with [insert a brief update about your life, e.g., work, hobbies, family]. Just last week, I [share a fun or interesting experience].

I remember our last adventure together, and it always brings a smile to my face. Let's make plans soon to create more memories. Maybe we can [suggest an activity or a place to meet up, e.g., go hiking, have a movie night, visit a new restaurant].

Sending you lots of love and hoping to hear back from you soon!

Take care,

[Your Name]