

[Your Address]

[City, Postal Code]

[Date]

Dear [Friend's Name],

I hope this letter finds you well. I wanted to write to you about
[topic/issue].

[Paragraph 1: Introduce the reason for writing]

[Paragraph 2: Elaborate on the details or share your thoughts]

[Paragraph 3: Conclude with a friendly closing remark]

Looking forward to hearing from you soon!

Best wishes,

[Your Name]