

[Your Name]

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Friend's Name],

I hope this letter finds you well! I wanted to share some exciting news with you. [Insert a personal story or update about your life.]

Have you been doing anything fun lately? I would love to hear about it!

Maybe we can plan a time to hang out soon.

Take care and write back when you can!

Best wishes,

[Your Name]