

[Your Address]  
[City, State, ZIP Code]  
[Date]  
[Recipient's Name]  
[Recipient's Address]  
[City, State, ZIP Code]  
Dear [Recipient's Name],  
I hope this letter finds you well!  
[Write a few sentences about what you have been up to, maybe something  
fun or exciting.]  
I wanted to tell you about [Share a story or experience that you think  
they would enjoy].  
I miss you and can't wait to [Mention something you want to do together  
in the future].  
Take care and write back soon!  
Your friend,  
[Your Name]