

[Your Address]

[City, State, ZIP Code]

[Date]

Dear [Friend's Name],

I hope this letter finds you in great spirits! I wanted to drop you a quick note to let you know that I'll be taking leave from [start date] to [end date]. I have some things I need to take care of, and I thought it would be a good opportunity to recharge a bit.

I'll definitely miss hanging out during that time, but we should plan to catch up as soon as I'm back. Let me know what's new with you, and if there's anything exciting happening while I'm away!

Take care and speak soon!

Best,

[Your Name]