****

**[Your Address]**
[City, State, ZIP Code]
[Date]

**Dear [Friend’s Name],**

I hope this letter finds you well. It’s been a while since we last [talked/visited each other], and I wanted to take some time to catch up with you.

[Share some personal news here—such as what you’ve been doing lately, updates about school, work, family, or hobbies.]

[Ask questions to show interest in your friend’s life—for example: How have you been? How is your family? Have you done anything exciting recently?]

[Offer congratulations, encouragement, or support if there’s something happening in their life, such as achievements, challenges, or special events.]

I really enjoy staying connected with you, and I hope we can [plan a visit, chat soon, or keep writing letters].

Take care, and please write back when you get the chance—I’d love to hear from you.

Warmly,
[Your Name]



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Example:

**123 Maple Street**
Springfield, IL 62704
August 26, 2025

**Dear Sarah,**

I hope this letter finds you well. It’s been a while since we last talked, and I wanted to take some time to catch up with you.

Things have been pretty busy on my end. I recently started taking a cooking class at the community center, and I’ve already learned how to make homemade pasta. It’s been so much fun! Last weekend, I also joined a local hiking group, and we went on a beautiful trail by the river—it reminded me of our camping trip a couple of summers ago.

How have you been? How’s your new job going? I remember you mentioned that you were excited to start working at the bookstore—have you discovered any good reads lately?

Also, congratulations on your sister’s graduation! That’s such an exciting milestone. Please tell her I said congratulations—I’m so happy for her.

I really enjoy staying connected with you, and I hope we can plan a visit sometime this fall. Maybe I can come up to see you and we could go apple picking like we used to.

Take care, and please write back when you get the chance—I’d love to hear from you.

Warmly,
Emily