

Response Letter to a Friend

123 Elm Street

Springfield, IL 62701

July 23, 2024

Dear Sarah,

I hope this letter finds you well and in great spirits! It was such a delight to receive your letter and catch up on everything that's been happening in your life. I can't believe it's been so long since we last spoke.

Thank you for sharing all your exciting news. I'm thrilled to hear about your new job at the publishing company! It sounds like a perfect fit for you, and I can't wait to hear more about it. How's it going so far? Have you had a chance to meet your new colleagues and settle into your new routine?

Things have been pretty busy on my end too. I recently started a new project at work, which has been challenging but very rewarding. And guess what? I've picked up a new hobby – gardening! It's been so relaxing to spend time outdoors and watch my little garden grow.

I miss our times together and hope we can catch up in person soon. Maybe we can plan a weekend getaway or even just a coffee date to chat and laugh like old times. Let me know when you're free, and we'll make it happen.

Thank you again for reaching out. Your letter made my day, and I can't wait to hear back from you. Take care and stay in touch!

Warmest regards,

Jane