

Sample Letter to Friend

John Doe

123 Maple Street

Springfield, IL 62701

john.doe@example.com

June 24, 2024

Jane Smith

456 Oak Avenue

Springfield, IL 62702

Dear Jane,

I hope this letter finds you in good health and high spirits. It feels like ages since we last caught up, and I wanted to take a moment to write to you and share what's been happening in my life, as well as hear about all the exciting things you've been up to.

Life here has been quite busy. I've recently started a new job at a marketing firm, and it has been quite an interesting journey. The most exciting part has been working on a big campaign for a major client, which has been both challenging and rewarding.

I've been reminiscing about the good old days we spent together. Remember that spontaneous road trip we took to the beach? Those moments always bring a smile to my face. It's incredible how time flies, but I'm grateful that our friendship has stood the test of time and distance.

I would love to hear all about what you've been doing. How is your new job at the hospital? Have you picked up any new hobbies or been on any adventures recently? I miss our long chats and fun outings.

Let's plan to meet up soon. It would be wonderful to catch up in person and create some new memories together. Maybe we could meet up for lunch at that new café downtown?

Looking forward to hearing from you. Take care and give my best to your family.

Warmest regards,

John