

[Date]

Dear **[Friend's Name]**,

I hope you're doing well! It's been a while since we last talked, and I really wanted to catch up with you. How have things been? Are you still working at **[Job/Company]**? I remember you were telling me about a big project coming up—how did that go?

Things here have been pretty good. I've been busy with **[Your Recent Activity]**, but I always think about our fun times at **[Place/Event]**. We should plan to meet up soon. What do you think about getting together in **[Proposed Month or Date]**?

Anyway, I just wanted to drop a quick note to say hi and let you know I'm thinking of you. Hope to hear from you soon!

Take care,
[Your Name]