TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Friendly Letter

Dear **[Friend’s Name]**,

I hope this letter finds you doing well! It’s been a while since we’ve caught up, so I wanted to take a moment to share some of the exciting things that have been happening in my life lately.

First and foremost, I recently landed a new job that I’m really excited about! It was a challenging interview process, but I feel like the hard work paid off and I’m looking forward to starting this new chapter in my career. I’m excited to learn new skills, meet new people, and take on new challenges.

In addition to my professional achievements, I’ve also been working on some personal goals. I’ve been taking a course in photography, which has been a lot of fun and has helped me tap into my creative side. I’ve also been making a conscious effort to be more present in my relationships with family and friends, and I feel like I’ve been able to deepen some of those connections as a result.

Of course, there have been some challenges along the way too, but overall, I feel really grateful for where I’m at right now. I’m looking forward to continuing to grow and learn in all areas of my life.

I’d love to hear about what’s been happening with you as well! It’s always great to catch up and hear about your latest adventures.

Take care,

**[Your Name]**