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 well! I wanted to take a moment to update you on some of the exciting things that have happened in my life recently.

First of all, I am thrilled to announce that I was accepted into my top choice university! After working hard on my applications and preparing for interviews, I am so grateful to have received such positive news. I can’t wait to start this new chapter in my academic journey and see where it takes me.

In addition to my academic success, I’ve also been focusing on some personal goals. I’ve started a new workout routine and have been making great progress in getting stronger and healthier. I’ve also been taking some time to explore my hobbies and interests, trying out new activities and discovering new passions along the way.

Overall, I’m feeling really positive and motivated right now. Of course, there are always challenges and setbacks along the way, but I’m trying to stay focused on the bigger picture and enjoy the journey as much as the destination.

I would love to hear about what’s been going on with you lately too! I always enjoy our conversations and I’m looking forward to catching up soon.

Take care,

**[Your Name]**