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. It's been a while since we last talked, and I've been thinking about reaching out to you for some advice.

Lately, I've been facing a few challenges in my life, and I value your opinion and guidance. I trust your judgment, and I believe that you can provide me with the clarity that I need to move forward.

I'm currently facing a big decision that I'm struggling with. It's been keeping me up at night, and I can't seem to find a way out of the dilemma. I know you've been through a similar situation in the past, and I would love to hear your thoughts on it.

Also, I've been feeling a bit lost lately and not sure what direction I want to take in my life. I know you've always been passionate about your work, and I'm hoping that you can share with me your journey and how you discovered your purpose.

I miss our conversations and hanging out together, and I'm hoping that we can catch up soon. Maybe we can grab a cup of coffee and chat about everything that's been going on in our lives.

Thank you for always being there for me, and I appreciate your time and insight.

Looking forward to hearing back from you soon.

Best regards,

**[Your Name]**