**FRIENDLY LETTER**

Dear (Name of Friend),

How are you? It has been a while since we talked, I hope you are having fun from where you are now, how's your family? I hope you are doing wonderfully in life! I hope the box of [a gift you sent] I sent you is still your favorite because I knew that ever since we were kids that you loved [a gift you sent]. By the way I hope things go smoothly in [work, school, college, etc.],

 I hope we would see each other soon in the near future, I wish you the best of successes in your life because I'm sure you can achieve your dreams/goals!

Sincerely,
(Your name)