

I have been thinking of you  
 and wondering how you are  
 getting on in your  
 studies and in your  
 career. I hope you are  
 well and happy. I have  
 been busy with my work  
 but I always find time  
 to think of my friends.  
 I would love to see you  
 and hear from you soon.  
 Write to me when you  
 have a chance. I am  
 always your affectionate  
 friend,  
 [Name]

