

[Your Name]

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Friend's Name],

Hi! How are you? I hope you are having a great day!

I wanted to tell you about [something fun you did recently]. It was really exciting because [a little detail about the experience].

I also wanted to ask you about [something you want to know about them].

I'd love to hear your thoughts!

Let's plan to [suggest a fun activity together]! It would be so much fun!

Take care and write back soon!

Your friend,

[Your Name]