

[Your Name]

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Friend's Name],

I hope you are doing well! I wanted to write to you because [reason for writing, e.g., "I miss playing with you" or "I have something exciting to share"].

[Include a few more sentences about what you want to share or ask.]

I can't wait to hear from you!

Your friend,

[Your Name]