

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Date]

Dear [Friend's Name],

Hi there!

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

[Add a paragraph about what you've been up to, any fun activities, or things you want to talk about.]

I really want to hear about what you've been doing too! [Ask about their activities, interests, or any common experiences.]

Let's plan to hang out soon! I can't wait to see you.

Take care,

[Your Name]

P.S. [Add a fun note or a question, e.g., "What's your favorite game right now?"]