[Your Address]

[City, State, Zip Code]

[Date]

Dear Mom and Dad,

How are you? I hope you're both doing well! I wanted to write and tell you all about my week.

First, [share something exciting or fun that happened]. It was so much fun!

Also, I've been working on [a school project, hobby, etc.]. I'm really enjoying it because [explain why].

I miss you so much and can't wait to see you! Let me know what's new with you.

Sending you big hugs,

[Your Name]