

[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 [add a little detail about that experience].

I also wanted to ask you about [something you know they enjoy or are interested in]. I think it would be so much fun to do that together next time!

Anyway, I hope to hear from you soon!

Your friend,

[Your Name]