

[Your Name]
[Your Address]
[City, State, Zip Code]
[Date]

Dear [Friend's Name],

Hello! I hope you are doing well. I wanted to write to you because
[reason for writing, e.g., "I miss you," "I have some exciting news," or
"I want to invite you to my birthday party!"].

[Add a few sentences about your life or what you've been up to, e.g., "I
have been playing soccer a lot," or "I read a really cool book about
dinosaurs."]

I would love to hear more about what you're doing. Do you have any fun
stories to share?

Let's catch up soon!

Your friend,

[Your Name]