

[Your Name]

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Friend's Name],

I hope you are doing well! I wanted to tell you about my day. [Share a fun story or experience you had].

I miss playing with you at the park. Let's meet soon! I would love to hear about what you've been up to.

Take care and write back soon!

Your friend,

[Your Name]