

[Your Name]

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Recipient's Name],

Hello! How are you? I hope you are having a great day!

I wanted to tell you about [something nice, fun, or interesting]. It made me feel [a positive feeling].

When you have time, I would love to hear about [something you want to know from them].

Thank you!

Best wishes,

[Your Name]