

****Friendly Letter Template****

[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 exciting you did or are going to do]. It was so much fun!

Also, I'd love to hear about [something your friend did or a question for them].

Can't wait to see you soon!

Your friend,

[Your Name]