

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Friend's Name],

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

I wanted to tell you about [something fun you did or saw]. It was so much fun! Did you have any fun adventures lately?

I miss playing with you and can't wait to see you again!

Take care and say hi to your family!

Your friend,

[Your Name]