

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

Dear [Friend's Name],

I hope this letter finds you in great spirits! I wanted to share some exciting news with you - I recently put together a PowerPoint presentation for my [class/project/work] on [presentation topic].

In it, I cover some interesting points, including [briefly mention key points or sections]. I think you'd really enjoy the visuals, especially the part about [specific detail]! I can't wait to hear your thoughts on it.

Let's catch up soon, and I'd love to show you the presentation over coffee.

Take care and talk soon!

Best,

[Your Name]