[Your Name]
[Your Address]
[City, State, Zip Code]
[Date]
Dear [Child's Name],

I hope this letter finds you happy and smiling! I want to tell you a story about a fun day I had.

Once upon a time, I went to the park. The sun was shining bright, and the birds were singing. I saw a big green slide! I climbed to the top and whooshed down really fast. It was so much fun!

Then, I saw a little puppy playing with a red ball. I played with the puppy, and we threw the ball back and forth. His name was Max, and he was very friendly!

After playing, I ate a delicious sandwich and drank some cold lemonade. Yum! I even made a new friend at the park. Her name was Emma, and we shared our snacks together.

I can't wait to hear about your adventures!
With love,
[Your Name]