

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

Dear [Friend's Name],

Hi! How are you doing? I hope you are having a great day. I wanted to write to you because I have been thinking about all the fun times we've had together, like [mention a specific memory or activity].

I wanted to tell you about something exciting that happened to me recently! [Share a brief story about something fun or interesting that happened]. What have you been up to?

I miss playing with you at [mention a place where you usually play, like the park or school]. Let's plan a time to hang out soon!

Can't wait to hear from you!

Your friend,
[Your Name]