

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

Dear [Friend's Name],

Hi! I hope you are having a great day! I wanted to write you a letter to tell you about [something exciting or interesting].

In school, we have been learning about [subject or topic]. I think it's really cool because [reason why you think it's cool]. Have you learned about this too?

Also, I can't wait for [upcoming event, holiday, or activity]. It's going to be so much fun! What are you looking forward to?

I miss playing together and hope we can hang out soon. Let me know what you've been up to!

Your friend,
[Your Name]