Dear [Friend's Name],

Hello from [Your Location]! I hope this letter finds you smiling! I wanted to share something super fun with you! The other day, I [describe a fun activity or event you did, e.g., "went to the park and spotted a squirrel wearing a tiny hat!"]. It made me think of you because [reason why it made you think of them].

Do you remember when we [mention a memory you both share, e.g., "built that giant sandcastle at the beach"]? I would love to do that again! What have you been up to? Are you working on any cool projects or having any adventures? I can't wait to hear all about it!

[Your Name]