

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

Dear [Recipient's Name] / Querido/a [Nombre del Destinatario],  
I hope you are doing well! / !Espero que estes bien!  
I want to tell you about my day. / Quiero contarte sobre mi dia.  
Today, I played with my friends and we had so much fun! / Hoy jugue con  
mis amigos y !nos divertimos mucho!  
I also learned a new song. / Tambien aprendi una nueva cancion.  
It goes like this: [include song lyrics or a description] / Asi es:  
[incluye la letra de la cancion o una descripcion].  
I can't wait to tell you more when we see each other! / !No puedo esperar  
para contarte mas cuando nos veamos!  
Take care! / !Cuidate!  
[Your Name] / [Tu Nombre]