

[Your Name]

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Recipient's Name],

I hope you are doing well! I want to tell you about my

[exciting/interesting/fun] day.

First, I woke up and [describe what you did first]. Then, I [explain the next thing you did]. It was so [describe how it made you feel].

After that, I [talk about an activity or event]. I saw [people, animals, or things] and we [describe what happened during this time].

Finally, I [describe how your day ended]. I felt [share your feelings about the day]. I can't wait to tell you more about it!

Love,

[Your Name]