

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Date]
[Recipient's Name]
[Recipient's Address]
[City, State, ZIP Code]
Dear [Recipient's Name],
I hope this letter finds you well!
[Write a few sentences about what you want to share, ask, or tell. This
could be about school, friends, or a fun activity you did.]
I am really excited to hear back from you!
Best wishes,
[Your Name]