

[Your Name]

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Recipient's Name],

How are you? I hope you are having a great day! I wanted to write to you because [reason for writing, e.g., "I wanted to tell you about my favorite book" or "I miss you and can't wait to see you!"].

[Add a few more sentences about the topic. Include details and feelings.]

I would love to hear back from you! You can tell me about [ask a question or bring up a topic for them to respond to].

Take care!

Sincerely,

[Your Name]