[Your Address] [City, State, ZIP Code] [Date] Dear [Friend's Name], [Greeting or Fun Intro Sentence] I hope you are having a super awesome day! I wanted to share something really cool with you. [Insert exciting story or fun fact here]. [New Paragraph with Additional Fun Details or Questions] I've been thinking about [something related to them or a shared interest]. What do you think about that? Can't wait to hear all about what you've been up to! Maybe we can [suggest a fun activity to do together]. Sending you a big smile! Your friend, [Your Name] P.S. [Add a fun drawing or doodle of something related to your letter]