

[Your Name]

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Recipient's Name],

Hello! I hope you are having a great day. I wanted to write to you and share some things I've been doing.

[Write a few sentences about what you have been doing, any fun activities, or something interesting you learned.]

I would love to hear back from you! What have you been up to?

Take care and talk to you soon!

Sincerely,

[Your Name]