

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Friend's Name],

Hi! How are you? I hope you are having a great day!

I wanted to tell you about [something exciting you did recently, like a trip, a fun event, or a new hobby]. It was so much fun because [add more details about the experience].

What have you been up to? I miss our [mention a fun activity you do together, like playing games or hanging out]. Let's plan to do something soon!

I can't wait to hear back from you!

Best wishes,

[Your Name]