

[Your Name]

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Recipient's Name],

Hi! I hope you are having a great day! I wanted to write to you and tell you about [something fun you did, a story, or an event].

[Add a few more sentences about your thoughts, feelings, or questions.]

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

Take care,

[Your Name]

[Your Age]