

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Date]  
[Child's Name]  
[Child's Address]  
[City, State, ZIP Code]

Dear [Child's Name],

I hope this letter finds you smiling! I wanted to take a moment to tell you how proud I am of you for [specific achievement or quality, e.g., doing well in school, being a great friend, etc.].

I remember the time when you [share a fun memory or story], and it always brings a smile to my face. You have such a wonderful imagination, and I love hearing about your adventures in [mention any hobbies or interests they have].

Keep being awesome, [Child's Name]! I can't wait to hear about what you're going to do next. Remember, I'm always here cheering you on! Sending you lots of hugs and smiles,

[Your Name]

P.S. Don't forget to [include a fun activity suggestion or reminder, e.g., read your favorite book, draw a picture, etc.]!