

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Date]

Dear [Recipient's Name],

I hope this letter finds you well!

[Paragraph 1: A friendly greeting or question.]

[Paragraph 2: Share something interesting or fun that has happened.]

[Paragraph 3: Ask about the recipient's news or share something you would like to do together.]

Looking forward to hearing from you!

Sincerely,

[Your Name]

[Optional: A closing drawing or doodle]