

[Your Address]

[City, State, ZIP Code]

[Date]

Dear [Friend's Name],

I hope you are doing well! I wanted to tell you about [something exciting that happened recently]. It was really fun because [explain what made it fun].

How is school going for you? I've been learning about [a subject you recently studied], and it's so interesting! I would love to hear about what you are learning too.

Let's plan to [a fun activity you can do together] soon! I can't wait to see you again.

Take care and write back soon!

Your friend,

[Your Name]