

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]

Dear [Friend's Name],

I hope you are doing well! I wanted to tell you about [something exciting you did or are doing]. It was really fun because [describe briefly why it was fun].

I also wanted to ask you if you would like to [suggest an activity, such as playing together or sharing a story]. Let me know what you think!

Take care,  
[Your Name]