

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Date]  
[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
I hope you are having a fun day!  
[Write a few sentences about something you would like to share or ask.  
For example, you can describe your day, ask about theirs, or mention a  
shared interest.]  
I really enjoyed [mention an activity, movie, or book you both like]!  
What do you think about it?  
I can't wait to hear back from you!  
Best wishes,  
[Your Name]