

[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 this letter finds you well! I wanted to write to you because
[reason for writing, e.g., I missed you, I want to tell you about my day,
etc.].

Today, I [describe something fun or interesting you did, e.g., went to
the park, read a book, etc.]. It was really exciting! I also [share
another activity or thought].

I can't wait to hear about what you have been up to. Please write back
and tell me all about your adventures!

Take care and talk soon!

Best wishes,

[Your Name]