

## Friendly Letter Format

456 Blue Lane  
Chicago, IL 60601  
July 18, 2025

Dear Ella,

How are you? I've missed you so much lately. Things have been exciting at my end. I joined the school music club, and I'm learning to play the guitar!

Mom and Dad are planning a trip to the mountains next month. I hope you and your family can join us. It'll be so much fun!

Write back soon. I can't wait to hear all about your summer.

With love,  
Amy