

Friendly Letter Format to a Best Friend

789 Sunshine Road
Austin, TX 73301
July 20, 2025

Dear Mia,

I hope you're doing great! I wanted to write you a letter because I really miss our fun talks and laughter. School has been so boring without you.

Guess what? I finally adopted a puppy! His name is Max, and he's super cute and naughty. I'll send you a photo next time.

Let's plan a weekend hangout soon. I'd love to catch up on everything!

Love,
Sophie