

Informal Letter Template

Your Address

City, State, Zip Code

Date

Dear [Friend's Name],

I hope this letter finds you in great spirits! I couldn't wait any longer to write to you and share all the amazing memories from my summer vacation.

This summer was truly unforgettable. My family and I went on a trip to [Place/Location], and it was even more beautiful than I imagined. The beaches were stunning, with soft golden sands and clear blue water. Every morning, we would go for long walks along the shore, collecting seashells and building sandcastles. Remember how we always competed to see who could build the tallest one?

I also tried some exciting new activities, like [activity, e.g., snorkeling/kayaking/hiking]. At first, I was a little nervous, but it turned out to be so much fun! One of my favorite days was when we visited a local market and tasted so many delicious foods-my favorite was the [local dish or snack].

I really wished you were there with me. It reminded me of our last summer together-so many laughs and adventures! Next time, we definitely have to plan a trip together.

How was your summer? I'd love to hear everything you did-hope you made some awesome memories too! Give my regards to your family.

Looking forward to catching up soon!

With lots of love,

[Your Name]