

****Sample Format 1: Friendly Letter****

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Friend's Name],

I hope this letter finds you well! I was just thinking about our last adventure at the park, and it made me smile. I can't wait for our next playdate!

Have you been practicing your soccer skills? I want to challenge you to a friendly game soon! Let's ask our parents if they can take us on Saturday.

I miss you a lot and can't wait to hear all about what you've been up to. Take care and write back soon!

Your friend,

[Your Name]

****Sample Format 2: Thank You Letter****

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Gift Giver's Name],

Thank you so much for the awesome [gift] you gave me for my birthday! I loved it and can't wait to use it.

It was so nice to see you at the party. I hope you had as much fun as I did!

Looking forward to seeing you soon!

Best wishes,

[Your Name]

****Sample Format 3: Apology Letter****

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Recipient's Name],

I'm really sorry for [what you did]. I didn't mean to hurt your feelings, and I feel terrible about it.

You mean a lot to me, and I hope you can forgive me. Let's hang out soon and make it up to each other!

Sincerely,

[Your Name]

****Sample Format 4: Invitation Letter****

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Friend's Name],

I am having a [party/event] on [date] at [time] at my house! I would love for you to come and celebrate with me.

There will be games, food, and lots of fun! Please let me know if you can make it.

Hope to see you there!

Best,

[Your Name]