

**\*\*Example 1: Thank You Letter\*\***

[Your Name]

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Recipient's Name],

Thank you so much for the [gift/present] you gave me! I really liked it because [reason you liked it]. I appreciate your thoughtfulness.

I hope to see you soon!

Sincerely,

[Your Name]

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**\*\*Example 2: Invitation Letter\*\***

[Your Name]

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Friend's Name],

I would like to invite you to my [birthday party/playdate] on [date] at [time]. It will be at my house. There will be [activities, food, etc.].

Please let me know if you can come!

Best,

[Your Name]

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**\*\*Example 3: Apology Letter\*\***

[Your Name]

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Recipient's Name],

I'm sorry for [what you did wrong]. I didn't mean to hurt your feelings.

I value our friendship and hope you can forgive me.

Let's play together soon!

Sincerely,

[Your Name]

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**\*\*Example 4: Friendly Letter\*\***

[Your Name]

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Friend's Name],

How are you? I wanted to tell you about [something exciting that happened]. I think you would really enjoy it!

Let's chat soon!

Warmly,

[Your Name]

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**\*\*Example 5: Letter to a Teacher\*\***

[Your Name]

[Your Class]

[Date]

Dear [Teacher's Name],

I wanted to thank you for teaching us about [subject]. I really enjoyed learning about [specific topic]. You make learning fun!  
Thank you for being a great teacher.  
Best regards,  
[Your Name]