

****Template 1: Letter to a Friend****

[Date]

Dear [Friend's Name],

I hope this letter finds you well! I wanted to tell you all about my recent adventure. Last weekend, I went to [place or event], and it was so much fun! I saw [something interesting you saw] and learned [something new].

What have you been up to? I miss our [fun activity you did together].

Let's plan to meet soon!

Take care and write back soon!

Your friend,

[Your Name]

****Template 2: Thank You Letter****

[Date]

Dear [Recipient's Name],

Thank you so much for [gift or help]. I really enjoyed it, especially [specific detail about the gift or help]. It made me feel [emotion].

I appreciate your kindness and thoughtfulness.

Looking forward to seeing you soon!

Best wishes,

[Your Name]

****Template 3: Invitation Letter****

[Date]

Dear [Friend's Name],

I am excited to invite you to my [event, e.g., birthday party] on [date] at [time]. It will be at [location]. We will have [mention activities, e.g., games, cake, etc.], and it would be great to celebrate together!

Please let me know if you can come. I hope to see you there!

Warm regards,

[Your Name]

****Template 4: Letter to a Teacher****

[Date]

Dear [Teacher's Name],

I wanted to take a moment to thank you for being such a great teacher. I have learned so much in your class, especially [specific subject or topic]. Your lessons are always fun and interesting!

I appreciate the help you give us and the way you make learning enjoyable. Thank you for all your hard work!

Sincerely,

[Your Name]