

****Template Example 1: Friendly Letter****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Friend's Name],

I hope you are doing well! I wanted to tell you about my favorite day at the park. We had so much fun playing on the swings and having a picnic with sandwiches and fruit.

What have you been up to lately? I miss playing with you!

Take care and write back soon!

Your friend,

[Your Name]

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

[Your Name]

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Gift Giver's Name],

Thank you so much for the [specific gift] you gave me for [occasion]. I really enjoyed it, and it means a lot to me!

I will [mention how you will use the gift or how it made you feel]. I hope to see you soon!

Best wishes,

[Your Name]

****Template Example 3: Postcard Message****

[Front of the Postcard - Picture of a Place]

Greetings from [Location]!

Hi [Name],

I am having a great time here! I visited [name a place or activity], and it was so much fun. I can't wait to tell you all about it when I get back!

Wish you were here!

Love,

[Your Name]

****Template Example 4: Apology Letter****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Recipient's Name],

I am really sorry for [specific action that happened]. I didn't mean to hurt your feelings. It won't happen again, and I hope you can forgive me.

Let's play together soon!

Sincerely,

[Your Name]