

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

[Your Name]

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Friend's Name],

Hello! I hope you are having a great day. I wanted to tell you about my fun weekend! I went to the park and played on the swings.

What did you do? I can't wait to hear from you!

Your friend,

[Your Name]

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

[Your Name]

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Gift Giver's Name],

Thank you so much for the wonderful [gift]! I really appreciate it and had a great time using it.

You are very thoughtful! I hope to see you soon.

Best wishes,

[Your Name]

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

[Your Name]

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Friend's Name],

I am having a birthday party on [Date] at [Time]. It will be held at [Location]. There will be games and cake!

I hope you can come and celebrate with me!

Sincerely,

[Your Name]

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

[Your Name]

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Friend's Name],

I am really sorry for [what you did]. I didn't mean to hurt your feelings. Can we please be friends again?

Let's play together soon!

Your friend,

[Your Name]