

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

[Your Name]

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Friend's Name],

How are you? I hope you are having a great day! I wanted to tell you about my weekend. I went to the park and saw a lot of ducks. They were so funny!

What have you been up to? I miss playing soccer with you. Let's plan a time to hang out soon!

Can't wait to hear from you!

Sincerely,

[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]! It was so thoughtful of you and made my day very special.

I really enjoy using it. I can't wait to show you how much fun it is! You always know how to make me happy.

I hope we can see each other soon!

Best wishes,

[Your Name]

****Template Example 3: Postcard Style****

Hi [Friend's Name]!

I'm having so much fun at [Location]! The weather is sunny and I just went to [Activity]. I wish you were here with me!

What's new with you? Can't wait to share more when I get back!

See you soon!

[Your Name]

****Template Example 4: Invitation Letter****

[Your Name]

[Date]

Dear [Friend's Name],

You are invited to my [birthday party/special event] on [date] at [time]!

It will be at my house, and we will have games, cake, and lots of fun!

Please let me know if you can come. I hope you can make it!

Best,

[Your Name]