

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

[Your Address]

[City, State, ZIP Code]

[Date]

[Friend's Name]

[Friend's Address]

[City, State, ZIP Code]

Dear [Friend's Name],

I hope you are doing well! I wanted to tell you about [something fun you did recently].

[Add more details about your experience or ask how they are doing.]

I miss you and can't wait to see you again!

Take care,

[Your Name]

---

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

[Your Address]

[City, State, ZIP Code]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

Thank you so much for [mention what you are thanking them for]. I really appreciated it because [explain why it meant a lot to you].

I had a great time [mention any specific experience related to the thank you].

Thanks again!

Sincerely,

[Your Name]

---

**\*\*Template 3: Birthday Invitation Letter\*\***

[Your Address]

[City, State, ZIP Code]

[Date]

[Friend's Name]

[Friend's Address]

[City, State, ZIP Code]

Dear [Friend's Name],

You are invited to my birthday party on [date] at [time]! It will be held at [location].

We will have [mention activities like games, cake, etc.]. I really hope you can come!

Please let me know by [RSVP date] if you can make it.

Looking forward to celebrating together!

[Your Name]

---

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

[Your Address]

[City, State, ZIP Code]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],  
I am sorry for [what you did]. I didn't mean to hurt your feelings.  
I realize that [explain how it affected them or the situation].  
I hope you can forgive me, and we can be friends again.  
Sincerely,  
[Your Name]