

****Example 1: Thank You Letter****

Dear Grandma,

Thank you so much for the wonderful birthday gift! I love the book you sent me. I can't wait to read it and tell you all about it.

I had a great birthday party with my friends. I missed you!

Love,

Emily

****Example 2: Apology Letter****

Dear Sarah,

I'm really sorry for not sharing my toys with you at the playground. I didn't mean to hurt your feelings.

Let's play together again soon. I promise to share!

Your friend,

Jake

****Example 3: Friendly Letter****

Hi Alex,

I hope you are having a fun summer! I've been swimming and playing soccer every day.

Let's have a playdate next week. I miss you!

Best,

Lily

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

Dear Mia,

I am having a sleepover on Friday night at 6 PM! We'll have pizza, games, and a movie.

I really hope you can come!

Your friend,

Tommy