

****Sample Letter 1: Invitation to a Birthday Party****

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Date]

Dear [Friend's Name],

I hope this letter finds you well! I am excited to invite you to my birthday party on [Date] at [Time]. We will be celebrating at my house, and there will be games, cake, and lots of fun!

Please let me know if you can come. I really hope to see you there!

Best,

[Your Name]

****Sample Letter 2: Thank You Note****

Dear [Recipient's Name],

Thank you so much for the wonderful [gift/item] you gave me for my [event/occasion]! I really appreciate your thoughtfulness and generosity. It means a lot to me.

I look forward to seeing you soon!

Sincerely,

[Your Name]

****Sample Letter 3: Friendly Letter to a Pen Pal****

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Date]

Dear [Pen Pal's Name],

How are you? I hope you're having a great time! I wanted to tell you about my recent trip to [Place]. It was so much fun because [share an interesting experience].

What have you been up to? I can't wait to hear all about it!

Warm wishes,

[Your Name]

****Sample Letter 4: Apology Letter****

Dear [Recipient's Name],

I am very sorry for [what you did]. I didn't mean to hurt your feelings, and I feel terrible about it. I value our friendship and hope you can forgive me.

Let's talk soon. I really miss hanging out with you.

Sincerely,

[Your Name]

****Sample Letter 5: Report Card Letter to Parents****

[Your Name]
[Your Class/Grade]
[Date]

Dear Mom and Dad,

I wanted to share my report card with you! I worked really hard this term, and I received [list subjects and grades]. I hope you're proud of me!

Thank you for always supporting my learning. I love you!

Best,
[Your Name]