

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

[Your Name]

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Friend's Name],

How are you doing? I hope you're having a fantastic day! I wanted to tell you about [something fun you did recently].

I can't wait to hear about [something you want to know about your friend]. Let's plan to [suggest an activity you can do together].

Take care and write back soon!

Your friend,

[Your Name]

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

[Your Name]

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Recipient's Name],

Thank you so much for [the gift, help, or kindness they showed]. It made me feel [how it made you feel].

I really enjoyed [something related to what you're thanking them for]. I hope to [something you will do together in the future].

Thanks again! You're the best!

Sincerely,

[Your Name]

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

[Your Name]

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Friend's Name],

You are invited to my [birthdays, party, or special event] on [date] at [time]. It will be at [location].

We will have [mention activities, games, or food] and it will be so much fun! Please let me know if you can come.

Hope to see you there!

Best,

[Your Name]

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

[Your Name]

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Person's Name],

I'm really sorry for [what happened or what you did]. I didn't mean to [explain the situation briefly].

I value our friendship and hope you can forgive me. I promise to [how you will make it better].

Thank you for understanding.

Sincerely,

[Your Name]