

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

[Your Name]

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Friend's Name],

I hope you are doing well! I wanted to tell you about my weekend. I went to the park with my family. We had a picnic and played games. It was so much fun!

What did you do this weekend? I would love to hear about it.

Take care!

Your friend,

[Your Name]

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

[Your Name]

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Recipient's Name],

Thank you so much for the wonderful gift! I really loved the [specific gift]. It was very thoughtful of you.

I appreciate your kindness and hope to see you soon.

Warm regards,

[Your Name]

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**\*\*Template Example 3: Invitation Letter\*\***

[Your Name]

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Friend's Name],

I would like to invite you to my birthday party! It will be on [date] at [time] at my house. We will have games, cake, and lots of fun!

I hope you can come!

Best wishes,

[Your Name]