

**\*\*Sample Informal Letter 1\*\***

[Your Address]

[City, State, ZIP Code]

[Date]

Dear [Friend's Name],

I hope this letter finds you well! I've been thinking about our last trip and how much fun we had exploring the city. I can't believe it's already been a month!

Things have been pretty busy on my end. Work has picked up, but I managed to squeeze in some time for a little adventure last weekend. I visited that new cafe downtown - the one you told me about. The coffee was amazing!

Let's plan a catch-up soon! Maybe we can grab lunch or just hang out at the park like old times.

Take care and write back when you can!

Best,

[Your Name]

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**\*\*Sample Informal Letter 2\*\***

[Your Address]

[City, State, ZIP Code]

[Date]

Hey [Sibling's Name],

How's it going? Just wanted to drop you a quick note to say I miss you!

Things have been pretty quiet around here without you.

I started watching that new series we talked about, and I can't believe how good it is! I wish you were here to binge-watch it with me. Let's plan a weekend soon so we can catch up and maybe watch it together?

Looking forward to hearing from you!

Love,

[Your Name]

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**\*\*Sample Informal Letter 3\*\***

[Your Address]

[City, State, ZIP Code]

[Date]

Hi [Neighbor's Name],

I hope you're doing well! It's been a while since we've had a good chat over the fence.

I was thinking it would be fun to have a little barbecue this weekend if the weather holds up. It'll be a great chance for us to relax and catch up! Let me know if you're free.

Looking forward to your reply!

Cheers,

[Your Name]