

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

[Date]

Dear [Friend's Name],

I hope this letter finds you well! I just wanted to write to you and see how you've been doing lately. School has been pretty busy, but I'm enjoying [a subject you like or an activity you're involved in].

Last weekend, I [describe something you did, like going to a movie, playing a sport, or hanging out with family]. It was so much fun because [explain why it was fun or memorable].

I'd love to hear about what you've been up to. Maybe we can get together soon? Let me know when you're free!

Take care,

[Your Name]

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**\*\*Template Example 2: Formal Letter\*\***

[Your Address]

[City, State, Zip Code]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my gratitude for [specific reason]. Your [actions or qualities] have truly made a difference in my life.

I particularly appreciate [detail something specific they did]. It made me feel [explain how it made you feel].

Thank you once again for your kindness. I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Grade]