

**\*\*Casual Letter Template 1: Catching Up with a Friend\*\***

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

Dear [Friend's Name],

I hope this letter finds you well! It feels like ages since we last caught up. How have you been? I've been keeping busy with [mention any updates about your life, like work, family, or hobbies].

I recently visited [mention any local place/event in Kansas], and it made me think of you. Remember when we [reminisce about a shared memory]? We should definitely plan to do something soon!

Let me know what your schedule looks like. I'd love to get together. Take care and write back soon!

Best,  
[Your Name]

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**\*\*Casual Letter Template 2: Family Update\*\***

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

Dear [Family Member's Name],

I just wanted to drop you a quick note to say hi and give you some updates from our side. Things here in [your city or town in Kansas] have been good! [Share some family news, like kids' achievements, work, etc.] We've recently been enjoying [mention any local events/activities or family gatherings]. It made me think of you and how much I'd love for you to join us next time!

Hope everything is going well with you. Can't wait to hear what you've been up to!

Much love,  
[Your Name]

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**\*\*Casual Letter Template 3: Invitation to an Event\*\***

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

Hi [Friend's Name],

I hope you're doing great! I'm writing to invite you to [describe the event, e.g., a barbecue, birthday party, etc.] at my place on [date].

It'll be a fun time, and it wouldn't be the same without you.

We'll start around [time]. Feel free to bring [mention any food, drinks, or items they can bring]. Let me know if you can make it!

Looking forward to seeing you!

Cheers,  
[Your Name]

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