

****Letter Format Example 1: Friendly Letter****

[Date]

Dear [Friend's Name],

I hope you're having a fun day! I wanted to tell you about my favorite animal. It's a [Animal]. I love how they [fun fact about the animal].

What is your favorite animal? I can't wait to hear from you!

Your friend,

[Your Name]

****Letter Format Example 2: Compliment Letter****

[Date]

Dear [Name],

You did a great job on your [Activity or Project]! I really liked when you [specific detail about their work].

Keep up the great work!

Sincerely,

[Your Name]

****Letter Format Example 3: Thank You Letter****

[Date]

Dear [Name],

Thank you for the [gift or experience]. I really enjoyed it! My favorite part was [specific detail].

You are so kind!

Love,

[Your Name]

****Letter Format Example 4: Invitation Letter****

[Date]

Dear [Friend's Name],

I am having a party on [date] at [time]. It will be at my house! We will play games and eat cake.

I hope you can come!

Your friend,

[Your Name]

****Letter Format Example 5: Apology Letter****

[Date]

Dear [Name],

I'm sorry for [what happened]. I didn't mean to hurt your feelings.

Let's be friends again!

Sincerely,

[Your Name]