

****Template 1: Thank You Letter to a Teacher****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Teacher's Name]

[School's Name]

[School's Address]

[City, State, Zip Code]

Dear [Teacher's Name],

I hope this letter finds you well. I wanted to take a moment to thank you for all the effort you put into our [subject] class. Your lessons are always interesting, and I appreciate how you take the time to explain things to us.

I especially enjoyed [specific lesson or project] because [brief reason why]. It really helped me understand [concept or topic].

Thank you again for being such a great teacher!

Sincerely,

[Your Name]

****Template 2: Friendly Letter to a Classmate****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Date]

[Classmate's Name]

[Classmate's Address]

[City, State, Zip Code]

Dear [Classmate's Name],

Hi! I hope you're having a great day! I wanted to write to you to say how much fun I had at [event or activity] last week. It was really nice to [specific detail about the event].

Let's plan to hang out again soon! Maybe we can do [suggest an activity] together? Let me know what you think!

Talk to you soon!

Your friend,

[Your Name]

****Template 3: Apology Letter to a Friend****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Date]

[Friend's Name]

[Friend's Address]

[City, State, Zip Code]

Dear [Friend's Name],

I hope you're doing okay. I wanted to apologize for [what you did or said]. I realize that it may have hurt your feelings, and I'm really sorry for that.

I value our friendship a lot, and I hope you can forgive me. Let's talk soon about it, I really miss hanging out with you.

Take care,

[Your Name]

****Template 4: Letter to a Pen Pal****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Date]

[Pen Pal's Name]

[Pen Pal's Address]

[City, State, Zip Code]

Dear [Pen Pal's Name],

Hello from [your location]! My name is [Your Name], and I'm excited to be your pen pal! I'm [age] years old and I love [your hobbies or interests]. I'd love to learn more about you. What are some of your favorite activities? Do you have any pets?

Looking forward to hearing from you!

Best wishes,

[Your Name]

****Template 5: Letter to a Family Member****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Date]

[Family Member's Name]

[Family Member's Address]

[City, State, Zip Code]

Dear [Family Member's Name],

I hope you are doing well! I wanted to write to you to update you on what's been happening in my life. I recently [share a news or event]. I really miss you and hope we can see each other soon. Maybe we can [suggest a plan or visit].

Sending you lots of love!

Yours truly,

[Your Name]