

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

[Your Address]

[City, State, ZIP Code]

[Date]

Dear [Friend's Name],

I hope this letter finds you well! I wanted to tell you about [something fun you did or want to share].

I am excited to hear about [something you want to know about the friend].

Take care and write back soon!

Sincerely,

[Your Name]

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

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to [state the purpose of your letter].

[Add more details about your purpose].

Thank you for your time.

Sincerely,

[Your Name]

****Template Example 3: Postcard Layout****

[Image or Design on Front Side]

Hello [Friend's Name]!

I'm having a great time in [Location]! I visited [place or activity you did].

Can't wait to see you soon!

Best,

[Your Name]