

****Template 1: Friendly Letter to a Classmate****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Classmate's Name],

Hi! I hope you are having a great day! I wanted to write to you because [mention something fun you did or something you like about them].

I am looking forward to [mention any upcoming activity or event]. It would be great to [suggest something to do together].

Can't wait to hear from you!

Your friend,

[Your Name]

****Template 2: Thank You Letter to a Teacher****

[Your Name]

[Your Class/Grade]

[Date]

Dear [Teacher's Name],

I just wanted to say a big thank you for [mention specific reason, e.g., helping us with a project, being supportive, etc.]. I really appreciate [something specific that you learned].

I am grateful for everything you do for our class. It makes learning so much fun!

Thank you again!

Sincerely,

[Your Name]

****Template 3: Invitation to a Birthday Party****

[Your Name]

[Your Address]

[Date]

Dear [Friend's Name],

You are invited to my birthday party! We will celebrate on [date] at [time] at my house. There will be [mention activities, snacks, or games].

Please let me know if you can come!

Hope to see you there!

Best,

[Your Name]

****Template 4: Apology Letter to a Classmate****

[Your Name]

[Date]

Dear [Classmate's Name],

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

I value our friendship and hope we can [suggest a way to make it better, like playing together or talking].

Thank you for understanding!

Your friend,

[Your Name]