

**\*\*Template 1: Friendly Letter\*\***

[Date]

Dear [Friend's Name],

Hello! I hope you are having a super fun day! I wanted to tell you about [something interesting you did]. It was really cool!

What have you been doing lately? I can't wait to hear all about it!

Best wishes,

[Your Name]

---

**\*\*Template 2: Thank You Letter\*\***

[Date]

Dear [Person's Name],

Thank you so much for [the gift or help]. It made me very happy! I really liked [specific details about the gift or help].

I hope we can [do something together] soon!

Thanks again,

[Your Name]

---

**\*\*Template 3: Apology Letter\*\***

[Date]

Dear [Person's Name],

I am sorry for [what you did that was wrong]. I didn't mean to hurt your feelings.

I promise to [how you will make it better].

Thank you for understanding,

[Your Name]

---

**\*\*Template 4: Invitation Letter\*\***

[Date]

Dear [Friend's Name],

I am having a [party/event] on [date] at [time]. It's going to be so much fun! We will [activities planned].

I really hope you can come!

Let me know,

[Your Name]