

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

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Date]

Dear [Friend's Name],

I hope you are doing well! I wanted to tell you about [something exciting that happened].

I also wanted to know what you have been up to lately. Have you had any fun adventures?

Looking forward to hearing from you!

Best wishes,

[Your Name]

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

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Date]

Dear [Gift Giver's Name],

Thank you so much for the [gift you received]! It made me feel very happy because [reason why you liked the gift].

I really appreciate your kindness and thoughtfulness. I hope to see you soon!

Sincerely,

[Your Name]

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**\*\*Template 3: Invitation Letter\*\***

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Date]

Dear [Friend's Name],

I am having a [type of event, e.g., birthday party] on [date] at [time].

It will be at [location].

I would love for you to come and celebrate with me! Please let me know if you can make it.

Best,

[Your Name]

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**\*\*Template 4: Apology Letter\*\***

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Date]

Dear [Recipient's Name],

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

I hope we can be friends again. Let's play together soon!

Take care,

[Your Name]

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**\*\*Template 5: Postcard Layout\*\***

Front Image: [Place or Image]

Back:

Greetings from [Location]!

Dear [Friend's Name],

I am having a great time here! I went to [activity or place]. It was so much fun!

Wish you were here!

Best,

[Your Name]