

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

[Your Name]

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Friend's Name],

I hope this letter finds you well! I wanted to tell you about my recent trip to [Place]. It was so much fun! We did [activity], and I really enjoyed [something specific].

What have you been up to lately? I miss our playdates! Let's plan to hang out soon.

Take care,

[Your Name]

****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 [specific gift] you gave me! It was so thoughtful of you, and I really appreciate it. I have been using it every day, and it makes me so happy.

I hope to see you soon!

Sincerely,

[Your Name]

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

[Your Name]

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Friend's Name],

You are invited to my [party type, e.g., birthday party] on [date] at [time] at my house! We will have [mention activities or food].

I hope you can join us for the fun. Please let me know if you can come!

Best,

[Your Name]

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

[Your Name]

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Recipient's Name],

I am really sorry for [what you did]. I didn't mean to hurt your feelings. It was wrong of me, and I want to make it right.

Can we talk about it? I value our friendship.

Sincerely,

[Your Name]

****Template 5: Postcard****

[Picture Side / Image]

Greetings from [Location]!

Hi [Recipient's Name],
I am having an amazing time here! We [describe what you did]. Wish you
were here with me.
Can't wait to share more stories when I get back!
Best wishes,
[Your Name]