

**\*\*Template Sample 1: Formal Letter to a Teacher\*\***

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]  
[Teacher's Name]  
[School's Name]  
[School's Address]  
[City, State, Zip Code]  
Dear [Teacher's Name],  
I hope this message finds you well. I am writing to discuss [specific topic or request]. I believe that addressing this issue will greatly benefit [explain the benefit].  
I appreciate your attention to this matter and look forward to your response.  
Thank you for your time.  
Sincerely,  
[Your Name]

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**\*\*Template Sample 2: Informal Letter to a Friend\*\***

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Date]  
[Friend's Name]  
[Friend's Address]  
[City, State, Zip Code]  
Hey [Friend's Name],  
I hope you're doing great! I wanted to share some exciting news with you. [Discuss the news or an event]. I think it would be awesome if you could join me!  
Let me know what you think. Looking forward to hearing from you soon!  
Take care,  
[Your Name]

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**\*\*Template Sample 3: Letter of Thanks\*\***

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Date]  
[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
I am writing to express my sincere gratitude for [specific reason]. Your support means a lot to me, and I truly appreciate your kindness.  
Thank you once again for [mention any specific support or help].  
Warm regards,  
[Your Name]

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

[Your Name]  
[Your Address]

[City, State, Zip Code]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well! I am excited to invite you to [event name] on [date] at [location]. It will be a great opportunity to [mention the purpose of the event].

Please let me know if you can make it. I really hope to see you there!

Best wishes,

[Your Name]