

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

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

Dear [Friend's Name],

I hope you are doing well! I wanted to tell you about my recent adventure at [place/event]. It was so much fun because [describe what you did].

I can't wait to hear about what you've been up to! Maybe we can [suggest an activity] together soon.

Take care and write back soon!

Your friend,

[Your Name]

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

[Your Name]

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Recipient's Name],

Thank you so much for [describe what they did or gave you]. It made me really happy because [explain why].

I appreciate your kindness and hope to [mention something you look forward to].

Thanks again!

Best,

[Your Name]

****Template 3: Postcard****

Greetings from [Location]!

Dear [Friend's Name],

I am having an amazing time here! Today, I visited [place or activity].

It was [describe your feelings about it].

Wish you were here to enjoy it with me!

Sending you all my love,

[Your Name]

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

[Your Name]

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Friend's Name],

You are invited to my [type of party/event] on [date] at [time]. It will be held at [location]. We will have [mention activities or food].

I really hope you can come! Please let me know by [RSVP date].

Looking forward to seeing you,

[Your Name]
