

**\*\*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 share some exciting news with you. [Insert a brief personal update or interesting story.]

How have you been? I miss our [talks/hangouts/etc.]. Let's catch up soon!

Best wishes,

[Your Name]

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

[Your Name]

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Recipient's Name],

Thank you so much for [describe the gift or favor]. It truly made my day special.

I really appreciate your kindness and thoughtfulness. Let's get together soon; I would love to hear all about [something specific about the recipient].

Warm regards,

[Your Name]

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

[Your Name]

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Friend's Name],

I hope you're doing well! I'm throwing a [type of event, e.g., birthday party, BBQ, etc.] on [date] at [time] and would love for you to come!

It'll be at my place, and we'll have [mention any special activities or food]. Please let me know if you can make it!

Looking forward to seeing you,

[Your Name]

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

[Your Name]

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Recipient's Name],

I hope you can forgive me. I'm really sorry for [what you did]. I didn't mean to upset you.

I value our friendship and hope we can move past this. Let's talk soon?

Take care,

[Your Name]

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**\*\*Template 5: Pen Pal Letter\*\***

[Your Name]

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Pen Pal's Name],

Hello from [Your Location]! I am excited to write to you.

Let me tell you about my favorite hobby, [describe hobby]. What about you? What do you enjoy doing in your free time?

I can't wait to hear from you!

Best,

[Your Name]