

**\*\*Template Example 1: Thank You Letter\*\***

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Date]

Dear [Recipient's Name],

Thank you for the [gift, help, etc.]. It made me very happy! I loved [describe something specific].

I hope you are doing well. I can't wait to see you again.

Sincerely,

[Your Name]

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**\*\*Template Example 2: Friendly Letter\*\***

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Date]

Hi [Friend's Name]!

How are you? I have been [share something you did]. It was so much fun!

I really miss you. We should play [a game or activity you both enjoy] soon!

Your friend,

[Your Name]

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

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Date]

Dear [Friend's Name],

You are invited to my [birthday party, special event] on [date] at [time]. It will be at [location].

We will have [list some activities or food]. I hope you can come!

Love,

[Your Name]