

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

[Your Name]
[Your Address]
[City, State, Zip Code]
[Date]
Dear [Friend's Name],
How are you? I hope you are having a fun day!
I wanted to tell you about my favorite toy. It is a [describe toy] and I
love playing with it because [reason].
What is your favorite toy? I can't wait to hear from you!
Love,
[Your Name]

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

[Your Name]
[Your Address]
[City, State, Zip Code]
[Date]
Dear [Recipient's Name],
Thank you for the [gift/thing they did for you]. I really liked it!
It made me feel very happy because [reason].
I hope to see you soon!
Best,
[Your Name]

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

[Picture/Design of Postcard]
Hello from [Place]!
I am having a great time!
Today, I saw [something interesting] and [what you did].
I miss you and can't wait to tell you more!
Love,
[Your Name]

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

[Your Name]
[Your Address]
[City, State, Zip Code]
[Date]
Dear [Friend's Name],
You are invited to my [event] on [date]. It will be at [time] at [place].
We will have [activities/food]. I hope you can come!
Let me know if you can make it!
Your friend,
[Your Name]