

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

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Friend's Name]

[Friend's Address]

[City, State, Zip Code]

Dear [Friend's Name],

I hope this letter finds you well! I wanted to take a moment to catch up and share what's been going on in my life.

[Personal update or story]

I miss our adventures together! Let's plan a get-together soon.

Warm wishes,

[Your Name]

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**\*\*Template 2: Postcard Style\*\***

Front Image: [A picture that represents your friendship or a favorite place]

Back:

Hey [Friend's Name]!

Just wanted to say hi and let you know I'm thinking of you! [Share a quick update or memory]

Can't wait to see you soon!

Best,

[Your Name]

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**\*\*Template 3: Email Style\*\***

Subject: Just Thinking of You!

Hey [Friend's Name],

I hope you're doing awesome! I just wanted to drop you a quick message.

[Share your thoughts or updates]

Let's chat soon!

Cheers,

[Your Name]

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**\*\*Template 4: Birthday Letter\*\***

[Your Name]

[Date]

Dear [Friend's Name],

Happy Birthday! On this special day, I just want to remind you of how much you mean to me.

[Share a favorite memory or what you admire about them]

Let's celebrate soon!

Best wishes,

[Your Name]

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**\*\*Template 5: Thank You Letter\*\***

[Your Name]

[Date]

Dear [Friend's Name],

I just wanted to take a moment to thank you for [specific reason]. Your support/gesture really meant a lot to me.

[Share how it impacted you]  
Looking forward to hanging out soon!  
Sincerely,  
[Your Name]