

****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 great day! I just wanted to write to you and tell you about the fun time I had at the park last weekend.

[Share a story or fun experience, such as playing games or having a picnic.]

I can't wait to see you again soon! Let me know when you are free to hang out.

Take care,

[Your Name]

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

[Your Name]

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Recipient's Name],

Thank you so much for the wonderful [gift, card, etc.] you gave me! It was so thoughtful of you.

[Explain what you liked about it or how you used it.]

I really appreciate your kindness and am so lucky to have you in my life.

Thanks again!

Sincerely,

[Your Name]

****Example 3: Invitation Letter****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Friend's Name],

You are invited to my [party, birthday, etc.] on [date] at [time]! We will have [games, food, activities, etc.]. It will be so much fun!

Please let me know if you can come. I really hope you can make it!

Best,

[Your Name]

****Example 4: Apology Letter****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Friend's Name],

I'm really sorry for what happened the other day. I didn't mean to hurt your feelings.

[Explain the situation briefly and acknowledge your mistake.]

I hope you can forgive me. I value our friendship a lot!

Sincerely,

[Your Name]