

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

[Your Name]

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Friend's Name],

Hi! How have you been? I hope you're having a great day! I wanted to tell you about [something exciting you did recently or an interesting fact].

I also wanted to ask if you'd like to [suggest an activity or plan to hang out]. It would be so much fun!

Looking forward to hearing from you soon!

Your friend,

[Your Name]

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

[Your Name]

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Gift Giver's Name],

Thank you so much for the [gift they gave]. It was so thoughtful of you!

I really [mention what you liked about the gift].

I can't wait to [mention how you plan to use the gift or a related activity]. I truly appreciate your kindness.

Thank you again!

Sincerely,

[Your Name]

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**\*\*Template 3: Apology Letter\*\***

[Your Name]

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Person's Name],

I hope you're doing well. I wanted to say I'm really sorry for [what you did]. I didn't mean to hurt your feelings.

I miss [mention a fun time you had together], and I hope we can talk and make things better.

Please forgive me.

Warm regards,

[Your Name]

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**\*\*Template 4: Holiday Card\*\***

[Your Name]

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Recipient's Name],

Happy [holiday]! I hope you're enjoying this special time of year!

I'm really excited about [mention a holiday tradition or plan]. I wish we could celebrate together!

Sending you lots of love and holiday cheer!

Best wishes,

[Your Name]