

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

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Friend's Name],

Hello! How are you? I hope you are having a great day.

I wanted to tell you about my [favorite hobby, trip, or experience]. It was so much fun!

Please write back and tell me about what you have been up to.

Best wishes,

[Your Name]

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

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Recipient's Name],

Thank you so much for [gift or favor]. It made me very happy!

I really appreciate your thoughtfulness.

Looking forward to seeing you soon!

Sincerely,

[Your Name]

****Template Example: Apology Letter****

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Recipient's Name],

I am sorry for [what happened]. I didn't mean to hurt your feelings.

I promise to [how you will make it better].

Thank you for understanding.

Yours truly,

[Your Name]

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

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Friend's Name],

I would like to invite you to my [event, e.g., birthday party] on [date] at [time].

It will be at my house, and we are going to have so much fun!

Let me know if you can come.

Hope to see you there!

[Your Name]