

Personal Letter

Dear Mia,

Guess what? I went hiking in the mountains last week! We saw a waterfall and even a rainbow. I wish you had been there with me. Next time, let's go together!

Love, Alex

Business Letter

Dear Sir/Madam,

I would like to know if you have a copy of The Secret Garden. If not, can you please order it for me?

Thank you,

Jordan Smith

- **Why we write it:** To tell news, share feelings, or chat with family and friends.
- **How it sounds:** Warm, friendly, and easy-going.
- **Try this:** Write to a cousin or a friend about your holiday adventure.

- **Why we write it:** To talk politely with a shop or company.
- **How it sounds:** Respectful, clear, and straight to the point.
- **Try this:** Write to a bookstore asking for a special book.

Request for Information Letter

Dear Museum Team,

Could you please tell me the opening times and ticket prices for the Ancient Egypt exposition?

I would like to visit with my class.

From, Emma

Invitation Letter

Dear Sam,

You're invited to my birthday party on Saturday at 3 p.m.! We'll have games, cake, and music. I hope you can come—it won't be the same without you.

Your friend, Leo

- **Why we write it:** To ask questions and get answers.
- **How it sounds:** Polite and clear.
- **Try this:** Write to a museum asking about times and prices.

- **Why we write it:** To ask someone to join a party or event.
- **How it sounds:** Cheerful, welcoming, fun.
- **Try this:** Write to invite a friend to your birthday.

Thank You Letter

Dear Grandma,

Thank you so much for the sweater you made for me. It's soft and warm—I wear it almost every day. I felt so loved when I opened it.

Love, Sarah

Congratulations Letter

Dear Luis,

Hooray! Congratulations on winning the football match! You must have practiced so hard. I'm so proud of you.

Your friend, Oliver

- **Why we write it:** To show we are thankful.
- **How it sounds:** Kind, warm, and happy.
- **Try this:** Write to say thank you for a gift.

- **Why we write it:** To celebrate someone's good news.
- **How it sounds:** Joyful, proud, and excited.
- **Try this:** Write to a friend who won a race or game.

Condolences Letter

Dear Mrs. Lee,

I was very sorry to hear that Max died. He was such a sweet dog, and I will miss seeing him wag his tail. I am thinking of you.

From, Anna

Customer Complaint Letter

Dear Stationery Plus,

I bought a pack of markers, but when I tried to use them, they were already dry. Could you please replace them with new ones?

Thank you,

Noah

- **Why we write it:** To show care when someone is sad.
- **How it sounds:** Gentle, soft, kind.
- **Try this:** Write to a friend whose pet died.

- **Why we write it:** To explain when something went wrong and ask for help.
- **How it sounds:** Polite, calm, clear.
- **Try this:** Write to a library about getting the wrong book.

