

Formal Letter Writing for Class 5 to Friends

[Your Address]

[City, State, ZIP Code]

[Date]

[Friend's Name]

[Friend's Address]

[City, State, ZIP Code]

Subject: [State the purpose of the letter]

Dear [Friend's Name],

I hope this letter finds you in good health and high spirits. It's been a while since we last connected, and I wanted to take a moment to write you a letter.

[Body of the Letter]

- Paragraph 1: Begin with a friendly greeting and inquire about your friend's well-being.
- Paragraph 2: Share updates about your life and any interesting experiences.
- Paragraph 3: Ask about your friend's life, interests, or any news they would like to share.
- Paragraph 4: Express your desire to meet up or plan a get-together in the near future.

[Closing] Conclude the letter with a warm closing phrase such as:

- "Looking forward to hearing from you soon!"
- "Wishing you all the best until we meet again!"

[Your Full Name]