***FRIENDLY LETTER SAMPLE***

2B, Pavilion Apartments

SN Lane

Mandi – 175023

24th December, 2019

My dearest Roohi,

Hope all is well with you and your family. I am very excited to write to you as my birthday is approaching and I need your help in planning a great birthday party.

I was thinking that my birthday party should not just make me happy but everyone who is going to be a part of it too. So I thought we could find out what all of them like and set a theme accordingly. We could also have games that everyone would enjoy and photo booths with all the famous cartoon characters. I am trying to gather more ideas. Let me know if you have any. I need your full support to make this a success. Also, I was wondering if we could go to the orphanage near my house and spend some time with the children there, maybe even take permission to host the party at the orphanage so all of them can be a part of it too. Nothing would make me happier if we could pull it off.

Write to me as soon as you can.

Yours lovingly,

Aarya