

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. As I sit down to write this, my heart feels heavy knowing that our time together is coming to an end.

Reflecting on the moments we've shared brings a wave of emotions.

[Mention a few specific memories or experiences that are meaningful to you both]. These memories will forever hold a special place in my heart. As I embark on this new journey, I carry with me the lessons learned and the laughter shared. Your support and friendship have meant the world to me.

Though distance may separate us, I want you to know that our bond will not fade. I will always treasure what we have built together. Please keep in touch; I would love to hear about your adventures and life updates. Thank you for being you. I wish you all the happiness and success in your future endeavors.

With heartfelt gratitude and love,

[Your Name]