

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

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

Dear [Friend's Name],

I hope this letter finds you well. I've been thinking about you a lot lately, and I wanted to take a moment to express how much your friendship means to me.

[Insert a personal anecdote or memory that highlights your friendship.]

I appreciate your [mention qualities you admire about your friend], and I feel so lucky to have you in my life. [Share another personal thought or experience that reflects your feelings.]

Life can sometimes get hectic, but I want you to know that I am always here for you, just as you've been for me. [Express your support and willingness to be there for them.]

Please let's catch up soon--I miss our [mention a shared activity or tradition].

Take care and remember that you are cherished.

Warmly,

[Your Name]