

[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 in great spirits. I've been thinking a lot about our friendship and how much it means to me. There's something important I'd like to discuss, and I want to approach it with honesty and respect.

[Explain the situation or request for permission clearly and thoughtfully.]

Your feelings and thoughts matter deeply to me, and I want to ensure that whatever I'm planning feels right for both of us. I truly value what we share, and I would never want to put that at risk.

Please take your time to think it over. I'm here to listen and discuss any concerns you might have.

Thank you for considering my request. I appreciate you more than you know and look forward to hearing from you soon.

Warmest regards,

[Your Name]