

[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. As you prepare for your move, I wanted to take a moment to express just how much your friendship means to me. From our first [specific memory or experience], I knew we would create unforgettable memories together. I'll always cherish the times we [mention specific instances or fun activities]. You've been a source of support and laughter in my life, and I can't thank you enough for that. While I am saddened to see you go, I am also incredibly excited for this new chapter in your life. I know you will thrive in [new location] and make amazing memories just as you did here.

Please keep in touch! I'll be counting down the days until our next visit. Remember, no matter the distance, our friendship will always hold a special place in my heart.

Wishing you all the best on your exciting adventure!

With love,
[Your Name]