

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

Dear [Friend's Name],

I hope this letter finds you well. As I prepare to [mention reason for goodbye, e.g., move away, start a new job], I wanted to take a moment to express how much your friendship has meant to me.

From our countless memories to the support we've shared, I will cherish every moment. I truly appreciate everything you've done for me and the incredible times we've had together.

Although I may be moving on to a new chapter, please know that you will always hold a special place in my heart. I hope we can stay in touch and continue to make more memories, no matter the distance.

Take care of yourself, and let's plan a catch-up soon!

With all my love,

[Your Name]