

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

Dear [Friend's Name],

I hope this letter finds you well. As I sit down to write this, I can't help but feel a mix of emotions.

[Start with a warm memory or anecdote that highlights your friendship.]

I want you to know how much your friendship has meant to me. [Describe specific qualities you appreciate about them or moments you shared.]

As we part ways, I want you to carry with you the love and laughter we've shared. [Express your hope for their future and any wishes you have for them as they move forward.]

Though distances may separate us, I believe our friendship will stand the test of time. [Mention ways you plan to keep in touch or suggest future meet-ups.]

Take care of yourself, and remember I'm just a call or message away. I look forward to hearing about all your adventures.

With warmest wishes,

[Your Name]