

[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 wanted to take a moment to reach out and share some thoughts about our friendship.

First and foremost, I want you to know how much I value and appreciate you. Your [mention a positive trait or memory] has always brightened my days.

Life can get busy, but I truly believe that our friendship is one of the most important parts of my life. I cherish the moments we've shared, from [mention a specific memory] to [mention another memory].

I encourage us to keep making time for each other, whether it's through [suggest activities, like meeting for coffee, going for a walk, etc.]. I believe that together, we can create even more wonderful memories and support each other through life's ups and downs.

Remember, I am always here for you, just as I know you are for me. Let's continue to nurture this amazing bond we share.

Take care, and I look forward to hearing from you soon!

Warm wishes,  
[Your Name]