

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

Dear [Friend's Name],

I hope you are having a fantastic day! I wanted to write to you because I really appreciate our friendship.

[Share a fun memory or experience you had together]

I love spending time with you and [mention something you enjoy doing together]. You make every moment so much fun!

I have been thinking about how we can make more amazing memories together. Maybe we can [suggest an activity, like going to a park or having a movie night]?

Thank you for being such a great friend! You always know how to make me smile.

Your friend,
[Your Name]