

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

Dear [Friend's Name],

I hope this letter finds you in great spirits! I wanted to take a moment to express how much your friendship means to me.

[Insert a personal memory or experience you shared together.]

I appreciate all the fun times we've had and how you always know how to make me smile.

[Share something you admire about your friend or a compliment.]

Let's make plans to hang out soon! I can't wait to create more memories together.

Take care and write back when you can!

Sincerely,

[Your Name]