

[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 good spirits! As [occasion], I wanted to take a moment to express how much your friendship means to me.

[Personal anecdote or memory related to the occasion]

On this special day, I want to celebrate you for [mention reasons they are special, e.g., kindness, support]. Your presence in my life has brought [describe positive impact].

Let's plan to [suggest a way to celebrate together, e.g., meet up, call, send gifts]. I can't wait to make more memories together.

Sending you all my love and best wishes on this wonderful occasion!

Warmly,

[Your Name]