

[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 express how much your friendship means to me. [Share a personal anecdote or memory that highlights your friendship.]

Over the years, I've come to appreciate [specific qualities about your friend], and I am grateful for the support and positivity you bring into my life. [Mention a specific time they've been there for you or how they've impacted you.]

As life continues to unfold, I want you to know that I cherish our friendship and look forward to creating more memories together. [Propose a plan to meet or connect soon, if applicable.]

Thank you for being you. I am blessed to have you in my life.

Warmest regards,

[Your Name]