

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

Dear [Friend's Name],

As I sit down to write this letter, my heart is a mix of emotions. Saying goodbye is never easy, especially to someone who has been such an integral part of my life. I want you to know just how much our friendship has meant to me.

From our endless late-night talks to spontaneous adventures, every moment we've shared has been a treasure. I often think about that time when [insert a memorable experience or inside joke], and it always brings a smile to my face. You have a way of making the ordinary feel extraordinary, and I am so grateful for that.

As you embark on this new chapter of your life, I want you to carry with you the memories we've created together. While distance may separate us, our friendship will remain as strong as ever. I have no doubt that you will flourish in your new endeavors, and I can't wait to hear all about your adventures.

Please remember that I am just a call or message away. Let's promise to keep in touch and update each other on our lives. I look forward to our next reunion, where we can reminisce about the past and create new memories.

Thank you for being such an amazing friend. You will be missed more than words can say.

Wishing you all the best in your new journey!

With all my love,

[Your Name]