

[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 can hardly believe that the time has come for us to say goodbye. As I sit down to write this letter, my heart feels heavy with the thought of leaving behind such an incredible friendship.

From the first day we met in [specific class or activity], you became more than just a friend; you became a part of my journey, my confidant, and the one who always knew how to make me smile. Our countless memories, from [mention a specific memory or event] to [another memory], will forever hold a special place in my heart.

I want you to know how much your friendship has meant to me. You have taught me so much about kindness, laughter, and the importance of being there for one another. I will cherish our late-night talks, our silly adventures, and all the heartfelt moments we shared.

As we embark on our separate paths, I hope you carry the same light and positivity into the world that you've shared with me. Though distance may separate us, I believe our bond will remain strong. I am excited to see where life takes you and know that you will achieve all your dreams.

Please stay in touch. I would love to hear about your new adventures and experiences. You can always reach me at [your email or phone number].

Remember, this is just a goodbye for now, not forever.

Take care of yourself, my dear friend. I will miss you more than words can say.

With all my love,  
[Your Name]