

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

Dear [Friend's Name],

As you prepare to leave school, I wanted to take a moment to express how much your friendship has meant to me. From our first day together in [grade/class], I knew we were destined to be friends. We've shared countless moments--laughing during lunch, studying late for exams, and supporting each other through challenges.

I will cherish all the memories we've created: [specific memory 1], [specific memory 2], and our endless chats about [shared interest]. Your kindness, humor, and encouragement have made my school days truly special.

Though it's hard to say goodbye, I am excited for you and all the amazing opportunities that await you. Remember, this isn't the end--just a new beginning. I'm looking forward to hearing about all your adventures and milestones in the future.

Please keep in touch! I will miss you more than words can say. Best of luck, and always remember you have a friend in me.

Warmest wishes,

[Your Name]