

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you in great spirits. As I sit down to write to you, a wave of nostalgia washes over me. It's hard to believe how quickly time has passed since our carefree days at [School Name].

Reflecting on our childhood, I cherish the countless memories we created together--those endless playground adventures, inside jokes that only we understood, and the camaraderie we shared in every class. You were not just a classmate; you were a true friend who made my early years so much brighter.

As you embark on this new chapter in your life, [mention any specific life events like moving away, starting a new job, etc.], I want you to know how much you'll be missed. Your spirit, kindness, and laughter have left an indelible mark on my life, and I am grateful for every moment we shared.

Though our paths may diverge, I hope we can keep in touch. Remember, I am just a message away, and I would love to hear about all the new adventures that await you.

Wishing you all the success and happiness in this new journey. Take care of yourself, and let's promise to reconnect soon!

Warmest wishes,
[Your Name]