

[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],

As you prepare to leave and embark on a new journey, I wanted to take a moment to express just how much your friendship has meant to me over the years. From our countless laughs to our late-night study sessions, you've been an integral part of my school experience, and I'll miss you dearly. Remember all those moments we shared, like [specific memory or event]? Those memories will always hold a special place in my heart. Although we may be going our separate ways, I want you to know that I will always be cheering you on from afar. I have no doubt that you will excel in [mention future plans, like college or a new job], and I can't wait to hear all about your adventures.

Please keep in touch! I look forward to hearing about all the amazing things you are going to achieve. Best of luck, my friend, and know that you'll always have a place in my heart.

With all my best wishes,  
[Your Name]