

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

Dear [Friend's Name],

I hope this letter finds you well. As my time at [School Name] comes to an end, I wanted to take a moment to say goodbye and express how much your friendship has meant to me.

From our shared laughs in the cafeteria to those late-night study sessions, I will cherish all the memories we've created together. You've been an incredible friend, and I am grateful for all the support you've given me over the years.

Although I'm excited about what the future holds, I will miss you dearly. Please keep in touch, and let's make plans to meet up during vacations!

Wishing you all the best,

[Your Name]