

[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 the time has come for you to embark on this new adventure. As you transfer to [New School's Name], I want to take this moment to tell you just how much your friendship has meant to me.

From our late-night study sessions to our spontaneous hangouts, every memory we've created together will always hold a special place in my heart. I will truly miss our inside jokes and the way we always knew how to make each other laugh.

Although it's hard to say goodbye, I am so excited for you and all the opportunities that await you at your new school. I have no doubt that you will make new friends and have amazing experiences. Just remember that this isn't the end -- it's simply the beginning of a new chapter in both our lives.

Please keep in touch! I would love to hear about your new adventures and experiences. You can always reach me at [Your Phone Number] or [Your Email].

Wishing you all the very best as you make this transition. You've got this!

With warmest wishes and lots of love,
[Your Name]