

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

Dear [Friend's Name],

I hope this letter finds you well. As I sit down to write this, I am filled with a mix of emotions. The time has come for me to say goodbye, and while it's difficult to part ways, I cherish the memories we've created together.

From our late-night talks to our spontaneous adventures, every moment spent with you has been a gift. You've been there through ups and downs, always offering your support and laughter. I am so grateful to have had you in my life.

Though I'm moving to [New Location/Reason for Departure], I want you to know that our friendship means the world to me. Distance may separate us, but our bond will remain strong. Please keep in touch; I would love to hear about your life and all the exciting things you'll continue to do. Thank you for being an amazing friend. I will miss you dearly and will hold onto our memories until we meet again.

Wishing you all the best,  
[Your Name]