

[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 hope this letter finds you well. I wanted to take a moment to express my heartfelt gratitude for everything you have done for me. Your support and friendship mean the world to me.

I truly appreciate the times you've been there to listen, offer advice, and share in both my joys and challenges. Your kindness and understanding have made such a positive impact on my life.

Thank you for being such a wonderful friend. I am grateful for you every day.

Warmest regards,

[Your Name]