

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

[Recipient's Name]
[Recipient's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

As I sit down to write this letter, my heart feels heavy knowing that our time together is coming to an end. It's hard to put into words how much our friendship has meant to me, and I want to take a moment to express my gratitude and say goodbye.

From our laughter-filled adventures to our late-night talks, every moment we shared will always hold a special place in my heart. You have been a source of support and joy, and I cannot imagine this journey without you by my side.

As you embark on this new chapter in your life, I want you to know that I will always be cheering you on from afar. The memories we created will be cherished, and even though distance may separate us, I believe our bond will remain unbreakable.

Please keep in touch and let me know how things are going. I'm excited to hear about all your new experiences and the wonderful things that await you.

Wishing you all the happiness and success in the world. Goodbye for now, but not forever.

With heartfelt affection,
[Your Name]