

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

[Recipient's Name]
[Recipient's Address or School Name]
[City, State, Zip Code]

Dear [Recipient's Name],

As my time at [School/Institution Name] comes to an end, I wanted to take a moment to say goodbye and express my gratitude. The memories we've created and the lessons we've shared will always hold a special place in my heart.

Thank you for your support and friendship. I wish you all the best in your future endeavors, and I hope our paths cross again.

Warm regards,
[Your Name]