

[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],

I hope this letter finds you well. As we approach the end of our time together at [School/University Name], I wanted to take a moment to express my thoughts as we prepare to say goodbye.

Reflecting on our shared experiences, I am truly grateful for the memories we created together, from [mention memorable events or experiences] to [another memorable moment]. Your support and friendship have made my time here unforgettable.

As we embark on new adventures, I am excited to see where life takes you. I have no doubt that you will excel in [mention future plans or aspirations]. Remember to stay in touch; I would love to hear about all your future accomplishments.

Thank you for being a wonderful friend and a vital part of my journey.

Wishing you all the best in the years to come.

Warm regards,

[Your Name]