

[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 in good spirits. As I prepare to say farewell, I want to take a moment to express my heartfelt gratitude and share some reflections on our time together.

From the very first moment we connected, I knew there was something special about our bond. The memories we've created are etched in my heart, and I will carry them with me wherever I go. Your warmth, kindness, and unwavering support have made a significant impact on my life.

As I embark on this new journey, I will cherish the lessons learned and the laughter shared. Although miles may separate us, I believe our connection will remain strong. Please know that you will always hold a special place in my heart.

I would love to stay in touch as I move forward, so please don't hesitate to reach out. Wishing you all the joy and success in the world as you continue on your path.

With all my love,

[Your Name]