

[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],

[Introduction: Express your reason for writing the letter, such as a farewell due to moving away, a job change, etc.]

[Body: Share memories, express gratitude, and convey your feelings about the departure. Mention any hopes for the future and how you will stay in touch.]

[Conclusion: Offer best wishes and reaffirm your appreciation for the relationship.]

Sincerely,
[Your Name]