

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Date]
[Friend's Name]
[Friend's Address]
[City, State, ZIP Code]

Dear [Friend's Name],

Hi! I hope you're having a great day! I wanted to write you this letter because I think you are such an amazing friend.

One of my favorite memories with you is when we [insert a fun memory or experience]. It was super fun, and I always smile when I think about it!

I love how we [mention something special about your friendship, like playing games, sharing secrets, etc.]. You always make me laugh and feel happy.

I can't wait to [mention something you want to do together in the future, like going to the park, having a sleepover, etc.]. Let's plan it soon!

Thank you for being such a wonderful friend. I am so lucky to have you in my life!

Your friend,

[Your Name]

P.S. Don't forget to tell me about your day!