

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
Dear [Friend's Name],
[Opening paragraph - Casual greeting and how you've been.]
[Second paragraph - Introduce the main idea of your essay. Share personal anecdotes that relate to the theme.]
[Third paragraph - Continue with more personal reflections and experiences. Make it relatable and engaging.]
[Fourth paragraph - Wrap up your thoughts and reflect on what you've learned or how you've changed.]
[Closing paragraph - Invite a response or suggest a meet-up. Express your feelings about the friendship.]
Best wishes,
[Your Name]