**[Write Name Here] Date: 00/00/0000**

[Designation]

[Address]

[Contact]

**Dear [Write name / relation here],**

Thank you so much for being such a good friend to me ever since high school. You were there through the most trying moments of my life. I am very grateful to have a very trustworthy friend like you. Although we do not really agree on everything, we always find a true friend in each other. I am truly lucky to have you as my best friend. I have truly found a friend and sister in you.

Always remember that you can always count on me, too. Although we now live in different countries, you remain to be my best friend. I will always treasure our time together and hope that it can happen again. I wish we could get together some time and talk about the good old days. Those days were filled with such fun moments that I will absolutely cherish forever. Keep in touch always and keep me updated.

Sincerely,

**[Write Complete Name Here]**

[Contact]