|  |  |
| --- | --- |
| ***Yellow text on a black background  Description automatically generated with medium confidence*** |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Your Full name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Your Address)

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Date of writing the letter)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Your Friend’s full name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Your Friend’s address)

Subject:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hi,

Hope you are doing well!

I would like to take this opportunity to say how you have been an amazing friend. You have always supported me in the most difficult and important times of my life. I can proudly say that I am extremely fortunate to have a friend like you and I wish our friendship continues to thrive. I hope that we continue to be each other’s support in life.

I am writing this letter to express my gratitude towards you for being there by my side when \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Describe when they helped you) and how your timely support has made me come out of that difficult phase of my life in the best possible way.

Please stay in touch. See you soon!

Love,

\_\_\_\_\_\_\_\_\_\_(Your name)