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

To,

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_ (Date on which letter is written)

From,

\_\_(Your address)\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subject: Subject of the letter\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear\_\_\_(Best friend’s name/ nickname)\_\_\_\_\_\_\_\_\_\_,

I would like to express my thanks to you for being a true friend of mine. You have always stood by me whenever I needed you and once again you have proved the true meaning of friendship. You have been the most special friend to me and I really miss those days back in college when we were together every minute of the day. How I wish those days can be back once again.

I’ve known you for a really long time but what you did for me the other day was something only the most loyal friends do. You really helped me\_\_\_\_\_\_\_\_\_\_\_\_\_\_(state what they did)

I would once again like to convey my gratitude for having you and your unmatched friendship in my life. Friends like you are rare to find, and I am lucky enough to have stumbled upon a friend like you.

Please stay in touch,

Yours truly,

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