

Your address

Date

Receiver's address

Dear ABC (Name of the Receiver),

Hello, I hope you are doing great. I am writing this letter today to thank sincerely thank you for being a true friend to me. You have been there for me since the time we met. You have shown me the true meaning of friendship.

I am grateful for this special bond that we share. You have a special place in my heart. You have been a part of my life in good times as well as bad ones. Only a true friend stays through thick and thin, and you have done that for me. You make me feel comfortable and more confident about myself. Thank you for bringing out the best in me.

You are my oldest friend and closest one too. I love you from the bottom of my heart. Hoping to meet you soon.

Yours Lovingly,

XYZ (Name of the Sender)