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Sender’s Full Name

Sender address

Date

Address of the Receiver

Dear \_\_\_\_\_ (Name of the Recipient),

I simply wanted you to know how much I appreciate your help always. It is a great pleasure to spend time with you, irrespective of what we do together-gossiping, shopping, or running together. Thanks to you, I always end up laughing and having a fabulous time in your company. I really do not know what I would have done without your support and camaraderie.

Here is to many more years of fun and memory-making!

Hugs,

(Sender Name)