

YOUR NAME
ADDRESS
CITY, STATE ZIP
E-MAIL: NAME@NAME.COM

(XXX) XXX-XXXX

FAX (XXX) XXX-XXXX

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Date

Dear _____ :

So many times I wondered what I should do in various situations. So many times you always had the right answer to my dilemma. I just wanted to say thank you for being such a good friend and offering such sound advice when I needed it.

I feel privileged to have you in my life and I will forever be grateful for your kindness and wisdom.

Friends Forever,