TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Friendly Letter

Dear **[Name]**,

Happy Birthday! I hope this letter finds you well and that you are enjoying your special day. Birthdays are a time to celebrate the wonderful person you are and all that you have accomplished in your life so far.

On your birthday, I wanted to take a moment to let you know how much you mean to me. You are an amazing friend, and I am so grateful to have you in my life. You always know how to make me laugh and lift my spirits, and I appreciate your kindness and support more than words can express.

I hope that your birthday is filled with joy, laughter, and lots of love. May this year bring you all the happiness and success that you deserve. I look forward to celebrating with you soon!

Happy Birthday again, my dear friend!

Warmest regards,

**[Your Name]**