TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Friendly Letter

Dear **[Friend’s Name]**,

I hope this letter finds you in good health and high spirits. As your friend, I wanted to write to you today to talk about the importance of maintaining a healthy relationship.

We have been friends for a long time now, and I am grateful for our friendship. However, I have noticed that our relationship has been going through a bit of a rough patch lately. I believe that this is because we have not been communicating as much as we used to.

I want you to know that I value our friendship immensely, and I would like us to continue to be close. That's why I am writing to you today to ask that we both try to maintain a healthy relationship. This means that we need to communicate with each other regularly, make time for each other, and be honest with each other about how we're feeling.

I understand that life can get busy and that we all have our own priorities, but I truly believe that if we make our friendship a priority, we will be able to overcome any obstacles that come our way.

So, my dear friend, I hope that you will join me in this effort to maintain a healthy relationship. Let's make a conscious effort to keep in touch, to check in on each other, and to be there for each other when we need it the most.

Thank you for taking the time to read this letter, and I hope that we can continue to grow our friendship in the coming years.

Warmly,

**[Name]**