

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]

[Friend's Name]  
[Friend's Address]  
[City, State, Zip Code]

Dear [Friend's Name],

I hope this letter finds you well. I wanted to reach out to you regarding [briefly state the subject or proposal]. I truly believe that this idea holds great potential and could be beneficial for both of us.

I would love to hear your thoughts on this matter, and hopefully, we can agree to move forward together. Please let me know if you are on board or if you have any questions or concerns.

Looking forward to your response!

Best,

[Your Name]