

[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'm writing to ask for your okay regarding [specific request or situation].

[Briefly explain the context or details surrounding the request.]

Please let me know how you feel about this when you have a moment. I really value your opinion and would appreciate your thoughts.

Looking forward to hearing from you soon!

Best,

[Your Name]