

[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 message finds you well. I am reaching out to discuss [briefly state the reason for your request].

I believe that your agreement on this matter would be valuable and beneficial for both of us. [Mention any specific details or reasons why their agreement is important].

Would you be open to discussing this further? I would greatly appreciate your thoughts and insight.

Looking forward to hearing from you soon.

Best regards,

[Your Name]