

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to express my desire to get to know you better and to extend a friendly invitation for us to build a friendship.

I have always admired [something you appreciate about the recipient, e.g., their kindness, talents, or shared interests], and I believe we have a lot in common. I think we could have some great conversations and share wonderful experiences together.

If you are open to it, I would love to [suggest a specific activity, e.g., grab coffee, go for a walk, or attend an event together]. Please let me know what works for you, and I hope we can connect soon.

Looking forward to hearing from you.

Warm regards,

[Your Name]