

[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. My name is [Your Name], and I recently [mention how you met or became aware of the person, e.g., through a mutual friend, a community event, etc.]. I've enjoyed our brief interactions and would like to express my interest in developing a friendship with you.

I believe we share some common interests, such as [mention any shared interests or activities], and I think it would be great to connect further. Perhaps we could grab coffee, attend an event, or simply chat sometime soon. I'm looking forward to learning more about you and sharing experiences.

Thank you for considering this. I hope to hear from you soon!

Best regards,

[Your Name]