

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Date]

Dear [Friend's Name],

I hope you're doing well! I was thinking it would be great to catch up over lunch. How about we meet at [Restaurant/Cafe Name] on [Date] at [Time]? It's been ages since we last hung out, and I'd love to hear all about what you've been up to.

Let me know if that works for you or if there's another time that's better. Looking forward to it!

Best,

[Your Name]