

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Date]

Dear [Friend's Name],

I hope this message finds you well! I was thinking it would be great to get together for lunch sometime soon. It's been a while since we've caught up, and I'd love to hear what you've been up to.

How does [suggest a date and time] sound? We could go to [suggest a restaurant or cafe], or if you have a place in mind, I'm all ears!

Let me know what works for you. Looking forward to some good food and even better company!

Take care,

[Your Name]