

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

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

Dear [Colleague's Name],

I hope this message finds you well! I was thinking it might be nice to take a break from our busy schedules and grab lunch together sometime soon. It would be great to catch up and discuss some of our recent projects.

How does [suggest a date and time] sound to you? We could try out that new cafe downtown or go to our favorite spot!

Let me know what works for you. Looking forward to it!

Best,

[Your Name]