

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I would like to extend an invitation to lunch at [Restaurant Name] on [Date] at [Time]. It would be a great opportunity for us to connect and discuss [specific topics or goals]. Please let me know if you would be available. I look forward to your reply.

Best regards,  
[Your Name]