

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Date]

Dear [Friend's Name],

I hope this letter finds you well! It has been way too long since we all got together, and I think it's time we plan a reunion. How about we shoot for sometime next month?

I was thinking we could gather at [suggest a location] since it has enough space for everyone, and we can enjoy some food and drinks together. Maybe we can aim for a weekend so it's easier for everyone to make it.

Let's brainstorm activities we can do! A casual BBQ, games, or just catching up with each other sounds perfect to me. If you have any other ideas, please let me know.

I would love to hear your thoughts on this! Once we settle on a date and location, I can start reaching out to everyone else.

Looking forward to hearing from you soon!

Best,

[Your Name]