

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

Dear [Friend's Name],

I hope this letter finds you in great spirits! It's been too long since we last caught up, and I thought it would be wonderful to come visit you. I'm planning to be in your area from [start date] to [end date], and I would love to spend some quality time together. Maybe we can [suggest activities or places to visit]? It would be fantastic to catch up and reminisce about the good old days.

Let me know if these dates work for you, or if there's another time that would be better. I can't wait to see you!

Take care and chat soon!

Best,

[Your Name]