

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

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

Dear [Friend's Name],

I hope this letter finds you well! I've been thinking it would be great to catch up and spend some time together, and I would love to plan a visit.

I was wondering if you might be available to come to my place on [proposed dates]. We can [suggest activities, e.g., explore the city, relax at home, try new restaurants, etc.]. It would be a nice change of pace and an opportunity to reconnect.

Please let me know what works best for you, and if those dates aren't convenient, feel free to suggest alternatives. I'm really looking forward to making some new memories together!

Take care and speak soon!

Best,

[Your Name]