

[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 cannot express how thrilled I am about your upcoming visit. It feels like ages since we've had a chance to catch up and make new memories together.

I've been busy planning some fun activities for us-- like [mention specific plans or places you'd like to visit]. I can't wait to show you around and share all the exciting things happening here!

Please let me know your arrival details so I can be ready to give you the warmest welcome. Counting down the days until I see you!

Best wishes,
[Your Name]