

[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 am excited to share that I will be visiting [City/Location] from [Start Date] to [End Date]. I would love to spend some time together during my stay.

Please let me know your availability, as I would love to catch up and explore the area or just relax at home.

Looking forward to hearing from you soon!

Warm regards,

[Your Name]