

[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'm writing to let you know that I'd love to come visit you at your place.

****Proposed Dates:****

- [Date 1]
- [Date 2]
- [Date 3]

Please let me know if any of these dates work for you, or if there's a better time that fits your schedule.

****Duration of Stay:****

I was hoping to stay for [number of days/nights], but I'm flexible and can adjust according to your availability.

****Any Special Requests:****

If there's anything specific you'd like me to bring or prepare for my visit, please let me know!

Looking forward to our time together!

Best,

[Your Name]