

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

Dear [Friend's Name],

I hope this letter finds you well! I am so excited to hear that you are planning to visit soon. It feels like ages since we last spent time together, and I can't wait to catch up and make some wonderful memories. I have so many things planned for your visit! We can explore [mention a local attraction], enjoy some delicious meals at [suggest a restaurant or your favorite food spot], and let's not forget about our movie nights! If there's anything specific you want to do or see, just let me know.

Please let me know your arrival details, so I can make sure everything is ready for your stay. I'm really looking forward to your visit and can't wait to see you!

Take care and safe travels!

Warm regards,

[Your Name]