

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[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 about you and wanted to reach out to see if you would be open to having me visit. I would love to spend some quality time together and catch up.

I was thinking of coming over from [proposed dates], but I'm flexible--let me know what works best for you. We could do some fun activities or just relax and enjoy each other's company.

Looking forward to hearing from you soon!

Warm regards,

[Your Name]