

[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 so excited to hear that you'll be visiting [City/Location] soon. It feels like ages since we last caught up, and I can't wait to spend some quality time together.

I have a few plans in mind that I think you'll really enjoy. We can check out [local attraction/restaurant/event], and of course, I'd love to take you to my favorite spots around town.

Please let me know your schedule so we can make the most of your visit.

I'm looking forward to sharing lots of laughs and creating new memories.

Safe travels, and see you soon!

Warmest wishes,

[Your Name]