

[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 am writing to request a visit to your place on [proposed date or range of dates]. It has been a while since we last caught up, and I would love the opportunity to spend some quality time together.

Please let me know if you are available and if the proposed dates work for you. I can adjust my schedule to fit yours!

Looking forward to hearing from you soon.

Warm regards,

[Your Name]