

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Date]
[Friend's Name]
[Friend's Address]
[City, State, ZIP Code]
Hey [Friend's Name],

I hope this letter finds you well! It's been a while since we last caught up, and I couldn't help but think of you when I came across the WQE networking event happening next month. I think it could be a fantastic opportunity for both of us to connect with like-minded professionals and expand our networks.

I remember you mentioned wanting to get more involved in [specific field or interest related to WQE], and this could be a great platform to do just that. Plus, it would be fun to go together! Let me know if you're interested, and we can plan to attend as a team.

Looking forward to hearing from you soon!

Take care,
[Your Name]