

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Friend's Name]  
[Friend's Address]  
[City, State, Zip Code]  
Hey [Friend's Name],

I hope this message finds you well! It's been way too long since we last caught up. I was just thinking about all those fun times we had, and I'd love to hear what you've been up to these days.

Are you free for coffee or maybe a quick dinner sometime soon? Let me know your schedule, and we can pick a day that works for both of us.

Looking forward to reconnecting!

Take care,  
[Your Name]