

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

Dear [Friend's Name],

Hey! How have you been? It's been a while since we last caught up, and I thought it would be great to get together sometime soon.

I was thinking we could go [suggest an activity, e.g., grab coffee, watch a movie, or hang out at the park] this weekend. What do you think? Let me know what your schedule looks like, and we can set a time that works for both of us.

Can't wait to hear from you!

Best,

[Your Name]