

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Date]

Dear [Friend's Name],

I hope this note finds you well! I was thinking it would be great to catch up over lunch sometime soon. How about we meet at [Restaurant/Cafe Name] on [Date] at [Time]?

Let me know if that works for you, or suggest another time that suits you better. Looking forward to good food and even better conversation!

Take care,
[Your Name]