

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

[Recipient's Name]
[Recipient's Title]
[Recipient's Company/Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well! I've been thinking it would be great to catch up and share a meal together. How about joining me for lunch next week?

I'd love to hear about what you've been up to and discuss [any specific topic or project of mutual interest].

Please let me know your availability, and I can suggest a few places we could go. Looking forward to reconnecting!

Best,

[Your Name]