

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

Dear [Friend's Name],

I hope this message finds you well! I was thinking it would be great to catch up over lunch and spend some quality time together. How about we meet up on [proposed date] at [time]?

I was thinking of [restaurant name or location], as I've heard great things about their menu. Let me know if that works for you or if there's another place you'd prefer.

Looking forward to it!

Best,

[Your Name]