

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you in great spirits! I am excited to invite you to a delightful lunch gathering to celebrate [occasion or reason for the lunch] on [date] at [time]. We will be meeting at [location/restaurant name], which I think you'll love!

This will be a wonderful opportunity for us to catch up, enjoy delicious food, and share some laughs. I genuinely value our friendship and would love to spend some quality time with you.

Please let me know if you can make it by [RSVP date]. I look forward to dining together and making some wonderful memories!

Warmest regards,

[Your Name]