

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

Hey [Friend's Name],

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

I was thinking we could try [restaurant/cafe name] - I've heard great things about their menu! Let me know if that works for you, or if another day is better.

Looking forward to it!

Cheers,

[Your Name]