Sample Friendly Letter to Friend

From,

Andrew Matt

54, Rosewood Apartments

Chicago

Date: April 25, 2020

To,

Rhea Smith

12/2, Humming Bird Complex,

New York

Dear Rhea,

Hi!! I hope you are doing all good. It feels like a really long time since I have spoken with you but very soon, I will be there in your city and we are certainly going to have all the pending talks.

Just wanted to inform you that I am visiting New York on May 1st, 2020 for an interview in your city which is scheduled on May 4th, 2020. I have planned a week long trip so that I can spend some quality time with my childhood friend and also take the interview. So make sure that you take some out for me and show me the city around.

I am really very excited to meet you after so many years. It will surely be a week to remember. Cannot wait to meet you. Will share my flight and hotel details with you soon.

Regards,

Andrew