(Your name)

(Your Address)

Date

(Recipient’s name)

(Position)

(Address)

Dear (name),

How are you doing?  I hope this letter finds you in good health and spirit.  How are the other family members?  I do hope everyone is well.  It has been a long time since we last visited you and we miss you a lot already.

I am hoping to be able to see you soon since an opportunity is coming next month.  My (husband/wife) will be attending a company event in your town and the family is invited to attend.  Thus, we will be travelling and staying there for three days.  I hope you will not be too busy and we will be able to meet up at (place) on (date).  It will be great to be able to see you again and catch up on each other’s lives, especially since the kids are growing so fast!

Do reply to my letter soon so that we can make plans early.  Godspeed!

Warm regards,

Your Name and Signature