

Mary Doe
55 Bank Street
Silly, USA 54321
21 March 2007

John Smith
123 Main Street
Any Town, USA 12345

Hello John

This is a brief note to say hello from an old friend. I was wondering if you would be in town this week end. I will be at home from Friday at 5:00 PM to Monday at 8:00 AM.

Feel free to drop in anytime I am home.

Mary