

**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*