

Dear [Friend's Name],

I hope this message finds you well! I've been thinking about our conversation regarding hosting a charity concert, and I would love to get the ball rolling.

Are you available to meet next week to discuss the details? I believe it's important we determine a date, venue, and lineup for the event. Additionally, we can brainstorm ideas on how to promote it effectively!

Let me know your availability so we can find a suitable time to connect. I'm really excited about this project and can't wait to collaborate with you!

Best,

[Your Name]