

MEETING REQUEST LETTER

Dear Ms. Johnson,

My name is John Smith and I am the Director of Business Development at XYZ Corporation. And with great enthusiasm, I am writing to request a meeting with you to discuss a potential collaboration between our companies.

I propose that we schedule the meeting on June 15th at 2:00 PM at our office located at 123 Main Street. However, I understand that you may have a busy schedule, so I am happy to offer alternative dates and times that are convenient for you.

As an expert in business development and market analysis, I believe that our meeting could be mutually beneficial. I am confident that I can offer valuable insights and solutions that can help you achieve your goals in the industry.

To prepare for the meeting, I have attached a market analysis report that highlights the current trends in the industry. This report will help you understand the topics that we will be discussing during the meeting.

During our meeting, we will discuss

- 1.potential collaboration opportunities
- 2.market insights
- 3.how our companies can benefit from each other's strengths.

I am excited to share my ideas and learn more about your perspective on these topics.

I am enthusiastic about the opportunity to meet with you and I appreciate your consideration of my request. Please let me know if the proposed meeting time works for you or if we should consider an alternative time.

Thank you for your time and I look forward to hearing from you soon.

Sincerely,