Sample 1

Dear [name of client],

My name is [your name], and I am the [your position] at [company name]. We specialize in [details of activities]. As a leading retailer/manufacturer/service provider in our niche, we believe that collaboration may benefit us both. You would benefit from access to our consulting team, as well as our range of services and products. Therefore, we would like to use this opportunity to invite you for a meeting at our office at [location and date], at [proposed time].

I am looking forward to your response. Feel free to suggest another time and location, if [time and location you’ve suggested] doesn’t suit you.  
   
Kindest of regards,

[your name]

Sample 2

Dear [client name],

I am [your name], a [your position] at [name of your company]. Through working in the same niche as you, my company believes that cooperation between our organizations would be beneficial for both sides. Our products are specially created for [purpose/ solving a particular problem] and feel they would market well with your

. As such, we would love to discuss a possible collaboration with you, at [time and date of the proposed meeting].

We look forward to hearing from you and establishing a business relationship.  
   
Have a nice day,

[your name]

Sample 3

The Managing Director,

XYZ Association.

Subject: Request for Meeting Appointment

Dear Sir/Madam,

Hope this letter finds you in the best of your health. As per our telephone discussion yesterday regarding the business partnership, I would like to schedule a meeting for appointment according to your convenience. I would like to discuss the partnership clauses in detail.

Working with your company and team members would be an honor. XYZ Association as a partner with our company can be a huge success in future.

Please make sure that the meeting is within this week as I am flying to ABC Country next week on a business trip. Let me know the date and time of the meeting.

Best Regards,

Sincerely,

Insert Name here.  
Insert title here,  
Insert name of association here.

Sample 4

To,  
Manager,  
XYZ Company,  
Canada.

Subject: Appointment for a meeting

Dear Sir/Madam,

With due respect, it is to say that I, (Insert name here) represent (insert company name here). Our company has not been properly launched in the market as we are beginners. However, we have the best supply of fruits and vegetables. We are sourcing from the best farms in the area. We have an ample supply of different kinds of fruits and vegetables in the market. There are many companies offering us to be their supplier.

Our company would like to offer you to be your official supplier. I am confident that we would not disappoint you. We have the best market rates, which I would like to, discuss with you in a meeting.

Kindly select a date and time as per your convenience and write back to me. You may also call my assistant to discuss further.

Thank you so much for your valuable time.

Sincerely,

Insert name here.  
Insert date here.

Sample 5

To,

Product Sales Manager  
XYZ Company

Subject: Appointment for Meeting

Respected Sir,

I would like to introduce myself, my name is (Insert Name here) and I am (Insert designation here) at (Insert Name of company here) Company, which has been your supplier for the last five years.

Our company has been giving you rates, which are much below the actual market price. We were expecting an increase this year but, the rates are not revised yet.

I would like to schedule a meeting to discuss the matter in further detail as there are many companies offering us a much higher rate than the market price. Please suggest a date and time, which is as per your schedule.

I would be highly appreciated. Thank you very much for your valuable time.

Yours Sincerely

XYZ (Name of Sender)

This particular Request Letter for Meeting Appointment with Manager can assist an individual to customize the letter as per their needs and requirements.

Sample 6

To,  
Manager,  
XYZ Company,  
Canada.

Subject: Appointment for Meeting

Respected Sir,

With due respect it is to say that I, (Insert name here) represent (Insert name of company here) and would like to schedule a meeting as per your schedule to discuss the following matter:

Insert Topic of Discussion here, for example, we know your company is finding it difficult to find the right material for construction of buildings.

Our company has a solution for your problem. We have been operating in this sector for the past 10 years and would like to provide you the required material.

Kindly schedule an appointment for meeting and write back to me about the date and time. You may also call my assistant for getting more information and further guidance.

Thank you so much for your time.

Yours Sincerely,  
Insert name here.  
Insert date here.

Sample 7

(Your Name)  
(Your Address)  
(Your Contact Information)

(Date)

(Recipients Name)  
(Recipients Address)  
(Recipients Contact Information)

(RE: Request a Meeting)

(Dear Recipient Name: )

This letter is in response to your departments call for input regarding the new office management proposal. I am writing to request a meeting with yourself and your team in regards to this proposal, and offer my requested input.

I will be in town on business, from (Date) to (Date), during such time I’ll be more than happy to meet with you and your staff, to make the contributions you requested. Three members of my team will be accompanying me to the meeting: Jason Bartel, Kelly Amis, and Fred Connelly.

I look forward to hearing from you. If you have any questions or concerns, please feel free to contact me at (Personal Contact Information), at your earliest convenience.

Sincerely,  
(Your Signature)  
(Date)

**Meeting Request Email and Letter Sample**

Dear [Recipient Name]

I am writing to request a meeting with you to discuss [topic/topics to discuss]. Please tell me your available dates and timings and I will adjust accordingly.

I appreciate your consideration and hope to meet you soon. Thank you for your time.

Best Regards

**Official or formal meeting invitation email sample**

Dear [Recipient Name]

My name is […] and I am contacting you on behalf of [company name], which is [describe company activities].

I appreciate if we can meet at a mutually convenient time to talk about [topic/topics].

Thank you for your consideration and your time. I am looking forward to meet you.

Best Regards

**Sample email to arrange a meeting with client**

Dear [Recipient Name]

My name is [….] and I am contacting you on behalf of [company name], which is [describe company activities].

I would like to request for a meeting with someone from the [management/marketing department/etc…] to discuss [topic or topics].

Anytime between [date and time 1] and [date and time 2] would be great but I am more willing to adjust to another convenient date and time of your choice.

Thank you very much for your time. I look forward to hearing from you.

Best Regards

**An email template to schedule a business meeting**

Dear [Recipient Name]

My name is […] from [company name], which is a [company description].

I am trying to locate someone from the [marketing department, accounting department, etc…] to meet and discuss [topic or topics].

I appreciate if you could point me in the right direction by providing the name and contact details of the most suitable person.

Thank you very much for your time.

Best Regards

**Example of formal meeting appointment request**

Dear [Client Name],  
  
My name is [\_\_\_\_\_\_\_\_\_\_] from [your company]. [Mr. John] gave me your email address because he thought that we have a mutual benefit in discussing [some topic].  
  
I would like to request that we schedule a formal meeting at your earliest availability to further discuss and explore ideas that are of interest for both of us.  
  
Are you available on [some date and time]? If not, then please feel free to propose a convenient time.  
  
Looking forward to meeting you soon.  
  
Best Regards

**Meeting Invitation Message Samples**

Dear [Recipient Name],  
  
My name is [name] from [your company name]. I would like to grasp this opportunity to ask you to accept my invitation to an official meeting to discuss [some topic]. There are mutual benefits for us to meet and expand on these ideas.  
  
If you are interested in the prospects of such a discussion, please signal your availability and I shall make myself free. May I suggest [some date and place]?  
  
I look forward to your affirmative response. Thank you.  
  
Regards

**Letter Requesting a Meeting With a Government Official Template**

Dear [Government Official Name],  
  
My name is [your name] and I contacting you on behalf of [agency name].  
  
[Background paragraph on what you do and why you want to meet the government official].  
  
I was wondering if I could take a few minutes from your busy to schedule to ask you few questions about [some topic]. Please indicate a convenient date and time and I shall make all the necessary arrangements.  
  
Thank you very much in advance. Looking forward to your affirmative response.  
  
Sincerely,

**Email sample requesting one on one meeting with manager, boss or CEO**

Dear [Manager Name],  
  
I was wondering if we can meet at your earliest convenient time to discuss [some topic]. I apologize for the short notice but this is kind of an urgent matter. Would Sunday, 15 June 3 PM suit you?  
  
Thank you very much for your time.  
  
Best Regards

**Sample letter requesting a meeting with employees**

Dear Staff,  
  
You are invited to join the semi-annual performance meeting that is going to take place on the 20th of January at the corporate headquarters. We are going to discuss this year's achievements as well as shortcomings and plan for the next year.  
  
Your presence is very important. Looking forward to seeing you there.

Best Regards

**Business lunch invitation email**

Dear [Recipient Name],  
  
My name is John Smith and I am contacting you on behalf of Apple Inc.  
  
Please accept my invitation to a friendly lunch to discuss [some matter]. Should you decide to honor me with your presence, please meet me at The Valley restaurant at 1:30 PM on Sunday 20th January. If you prefer that we meet at a different date or time, then please share your availability and I am more than willing to adjust.  
  
I appreciate that you an acknowledge my request and that you accept my invitation.  
  
Best Regards

**Meeting request follow-up**

Dear [recipient name],  
  
I was wondering whether you received my meeting request that I sent on February 3rd?  
  
In case you didn't, then please accept my request to meet you on a date and time that are convenient for you in order to discuss [some important matter].  
  
I really appreciate that you acknowledge my request and I really hope that we can meet soon.  
  
Best Regards