

Official Meeting Request Email Sample

Subject: Let's Meet at Your Favorite Place?

Dear Mr. / Mrs. [Last Name of the Recipient],

I am Jim Wagner, the Executive Financial Consultant at A&A Financial and Management Solutions. My secretary informed me that your company, Apex Technologies is looking for financial consultancy regarding your upcoming project.

I suggest why not we should meet at your favorite place and discuss these issues over lunch or dinner. This way, we will have a great opportunity to discuss all the prospects in detail and would have a better chance to know each other.

So, whatever time, day, and place is suitable for you, please make sure to notify me of this at least five days before the meeting. This will make it easy for me to adjust my schedule for this meeting.

I will be hoping to see you soon.

Best Regards,

John Goldman

Executive Financial Consultant

[Contact Details]