

Ideal Format For Meeting Request Emails

Verified Email Address

To: jonathan@ironpaper.com

Cc: Bob

Catchy Subject Line

Subject: 15 Minutes for [Topic]?

Personalized Greeting

Hi [Prospect Name],

Introduce Yourself

I'm [Your Name], [Your Position] at [Your Company].

Purpose of Meeting

I'm reaching out because I'd like to schedule a brief 30-minute meeting to demo our [product/service] and show how it can help improve your [metrics/pain points].

Value Proposition

I think [Company] could greatly benefit from [product/service]. Just recently, we've helped [Prospect's Competitor] achieve [Results Achieved] in [Timeframe].

Meeting Times/Dates

Are you available this Friday at 10 AM? If that doesn't work, I'm happy to schedule another time that fits your calendar.

Call to Action

I look forward to speaking with you soon to discuss how we can help [Company] [achieve goals].

Best,
[Your Name]
[Your Company]

Setting Up A Meeting Via Email Sample

Ying-Ying Zheng



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