

Professional Email Meeting Request

From,
Kim Fletcher
Ap 345-3847 Metus Road
Independence CO 30135
(368) 239-8275

22-07-2015

To,
Hiram Mullins
754-6427 Nunc Ave
Kennewick AL 41329

Subject: (_____)

Dear Hiram Mullins,

Please accept my greetings through the letter in writing.

I Kim Fletcher working with ----- (mention the company name) ---- as a ----- (mention the job title). I am glad to connect with you and would like to introduce ----- (mention details about the company). We are working on a ----- (mention about the project) and ----- (details about the project).

The project is in association with ----- (mention the collaboration, if any).

In order to take the project to the next level, we have arranged a meeting on ---- (mention the date) at ----- (mention the venue). The ----- (duration) will be of the meeting and all the important personalities will be a part of it. Your presence will be valuable in the meeting and we would also request you to give your suggestions towards making the project better.

Thanks & regards

Your Faithfully,
Kim Fletcher



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Yan Bai



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