Letter Requesting Appointment Business Meeting

From, Sonya Ray Ap 89741 Eleifend Street Fairbanks RI 96892 (275) 730-6868

11-01-2015

To, Hyatt Kramer 1011 Massa Av. Kent ID 63725

Subject: ()

Dear Hyatt Kramer,

I ----- (mention your name) working as a ----- (mention job title) at ------ (mention company name) met you at ----- (mention details). I would like to inform you that now we are working with ----- (mention the deal/project). So, to make a plan about the project the team has planned to arrange a meeting with you on ----- (mention the date) and at ----- (mention the venue).

Below are the details of the meeting:

Date — Venue — Duration — Subject —

Yours Sincerely, (Your Signature) Hyatt Kramer



Sample Letter Requesting A Meeting

Sandra E. Lamb

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