

## 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



# Sample Meeting Request Via Email

**J Ma**



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