

Email for Meeting Request with Supervisor

From,
Qamar Rivera
427-5827 Ac St.
Schaumburg Arkansas 84872
(605) 900-7508

26-07-2015

To,
Nehru Holmes
47 4764 Sed Road
Grand Rapids CT 87323

Subject: (_____)

Dear Sir,

Hope you are doing well!

I Qamar Rivera writing this letter as a representative of ----- (company name) in the industry ----- (write the details about the company). The company is experienced and well established ----- (mention about the company). Adding to the esteemed list of projects is the new project ----- (mention the name). The project is ----- (mention the details about the project). To take the project ahead, a meeting is scheduled on ---- (mention the date) at ---- (mention the venue). There are some crucial points that are important in order to end the project successfully.

I am inviting you to be a part of the meeting and offer your valuable suggestions and inputs in discussing the project. Your presence in the meeting will be awaited and in case there is any change or clarification required, please feel free to contact me.

Yours sincerely,
(Your Signature)
Qamar Rivera

