

# 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

