

## Meeting Request Email to Client

From,  
Haviva Holcomb  
42 3450 In Road  
Isle of Palms New York 03828  
(896) 303-1164

11-11-2015

To,  
McKenzie Hernandez  
Ap 674 Mi Street  
Greensboro VT 40684

Subject: (\_\_\_\_\_)

Dear VWX,

I ----- (mention your name) working as a ----- (mention job title) would like to invite you for a discussion on ----- (mention the subject). The company is associated with the project from a long time ago and now we are moving on to the next phase of the project and would like you to be a part of it and give your valuable suggestions to it.

Following are the details of the client:

Date:  
Venue:  
Duration:  
Subject:

We would be awaiting your esteemed presence in the meeting. Please feel free to contact us anytime, if you require any change in the meeting schedule.

Yours sincerely,  
(Your Signature)  
Haviva Holcomb

