Business Meeting Invitation Letter Wording

**Jane Smith  
CEO  
ABC Construction Services  
123 Builder’s Lane  
New York, NY 10001  
contact@abcconstruction.com  
(123) 456-7890  
May 29, 2024**

**John Doe  
President  
XYZ Developers  
456 Development Road  
Los Angeles, CA 90001**

Dear Mr. John Doe,

I hope this letter finds you well. I am writing to formally invite you to a business meeting to discuss potential collaboration opportunities between ABC Construction Services and XYZ Developers.

**Date**: June 10, 2024  
**Time**: 10:00 AM  
**Location**: ABC Construction Services, 123 Builder’s Lane, New York, NY 10001

The purpose of this meeting is to explore areas where our companies can work together to achieve mutual goals. We believe that a partnership could be highly beneficial, given our respective strengths and expertise in the construction and development industries.

Please confirm your availability for this meeting at your earliest convenience. If there are specific topics you would like to include in the agenda, kindly let us know so we can accommodate them.

We look forward to your positive response and hope to establish a productive working relationship.

**Best regards,**

**Jane Smith  
CEO  
ABC Construction Services  
(123) 456-7890  
contact@abcconstruction.com**