

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

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