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Company Invitation Letter For Business Meeting

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

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

Dear Mr. John Doe,

I hope this letter finds you well. On behalf of ABC Construction Services, I am pleased to extend an invitation to you and your team for a business meeting to discuss potential collaboration opportunities between our companies.

**Meeting Details**:

* **Date**: June 15, 2024
* **Time**: 10:00 AM
* **Location**: ABC Construction Services, 123 Builder’s Lane, New York, NY 10001, USA

### **Purpose of the Meeting**

The objective of this meeting is to explore mutual interests and discuss potential areas of collaboration, including:

* Joint project ventures
* Market expansion strategies
* Innovations in construction and development

### **Agenda**

A detailed agenda will be provided closer to the meeting date. Please feel free to suggest any additional topics you would like to discuss.

### **Visa Assistance**

If you or any members of your team require a visa to attend this meeting, please let us know, and we will provide the necessary documentation to facilitate the visa application process.

### **Travel and Accommodation**

We are happy to assist with travel and accommodation arrangements for your visit. Please inform us of your requirements so that we can make the necessary arrangements.

### **Confirmation**

Please confirm your availability for this meeting by June 5, 2024. Should you have any questions or need further information, do not hesitate to contact me directly at (123) 456-7890 or via email at contact@abcconstruction.com.

We look forward to your positive response and to a productive meeting.

Best regards,

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