
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

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