horizontal line

**Short Invitation Letter For Business Meeting**

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

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

Dear Mr. John Doe,

I hope this message finds you well. I am writing to 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

Please confirm your availability for this meeting. If you have any specific topics you would like to include in the agenda, feel free to let me know.

Looking forward to your positive response.

**Best regards,**

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