

**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**