
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

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