

Appointment Letter For Meeting

John Doe

123 Maple Street
Boston, MA 02108
johndoe@email.com
555-123-4567
May 27, 2024

Jane Smith

456 Elm Street
Hometown, IL 62000
jane.smith@email.com
555-987-6543

Dear Ms. Smith,

Subject: Request for Appointment

I am writing to request an appointment to discuss [the specific reason for the meeting, e.g., the upcoming project, partnership opportunities, or quarterly performance review].

Preferred Date: June 5, 2024

Preferred Time: Between 10:00 AM and 12:00 PM

I understand that your schedule is busy, and I am flexible with the timing. Please let me know a convenient date and time for the meeting. If there are any documents or information you need me to bring, kindly inform me in advance.

Thank you for considering my request. I look forward to meeting with you to discuss [the specific reason for the meeting] and exploring how we can [move forward, collaborate, or address the issue].

Sincerely,

John Doe