**Letter Requesting Appointment Business Meeting**

From, Sonya Ray

Ap 89741 Eleifend Street Fairbanks RI 96892

(275) 730-6868

11-01-2015

To,

Hyatt Kramer 1011 Massa Av.

Kent ID 63725

Subject: ( ) Dear Hyatt Kramer,

I ------ (mention your name) working as a ------ (mention job title) at (mention

company name) met you at (mention details). I would like to inform you that now

we are working with (mention the deal/project). So, to make a plan about the project

the team has planned to arrange a meeting with you on (mention the date) and

at (mention the venue).

Below are the details of the meeting: Date –

Venue – Duration – Subject –

Yours Sincerely, (Your Signature) Hyatt Kramer