**Professional Email Meeting Request**

From,

Kim Fletcher

Ap 345-3847 Metus Road Independence CO 30135

(368) 239-8275

22-07-2015

To,

Hiram Mullins

754-6427 Nunc Ave

Kennewick AL 41329 Subject: ( ) Dear Hiram Mullins,

Please accept my greetings through the letter in writing.

I Kim Fletcher working with ----- (mention the company name) ---- as a (mention

the job title). I am glad to connect with you and would like to introduce (mention

details about the company). We are working on a (mention about the project)

and (details about the project).

The project is in association with (mention the collaboration, if any).

In order to take the project to the next level, we have arranged a meeting on (mention

the date) at ----- (mention the venue). The (duration) will be of the meeting and all the

important personalities will be a part of it. Your presence will be valuable in the meeting and we would also request you to give your suggestions towards making the project better.

Thanks & regards

Your Faithfully, Kim Fletcher