

# Request Letter Format for Business Meeting with Potential Client

**[Your Name]**

[Your Position]

[Your Company Name]

[Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

**[Recipient's Name]**

[Recipient's Position]

[Recipient's Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am the [Your Position] at [Your Company Name]. I am writing to express our interest in discussing potential collaboration between our organizations.

We believe that there is great synergy between our companies and would appreciate the opportunity to meet with you to explore possible areas of business cooperation. Please let us know your availability for a meeting at your convenience. We are available on the following dates and times:

- [Option 1: Date & Time]
- [Option 2: Date & Time]
- [Option 3: Date & Time]

If none of these slots work for you, kindly suggest an alternative that suits your schedule.

We look forward to discussing how we can work together for mutual benefit. Thank you for considering our request. Please feel free to contact me directly at [Your Phone Number] or [Your Email Address] should you need further information.

Looking forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]