

**[Your Company Letterhead]**

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

**To:**

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, ZIP Code]

**Subject: Invitation to Attend Business Meeting and Travel Arrangements**

Dear [Recipient's Name],

We are pleased to invite you to attend a business meeting between **[Your Company Name]** and **[Recipient's Company Name]** to discuss **[purpose of the meeting, e.g., partnership opportunities, project updates, business collaboration]**. The details of the meeting and your travel itinerary are outlined below for your convenience.

**Meeting Details:**

- **Date:** [Meeting Date]
- **Time:** [Meeting Time]
- **Venue:** [Meeting Venue Name & Address]
- **Agenda:**
  - [Agenda Item 1]
  - [Agenda Item 2]
  - [Agenda Item 3]

**Travel Itinerary:**

- **Arrival:** [Date, Time]
- **Departure:** [Date, Time]
- **Flight Details:**
  - [Flight Number, Departure Airport - Arrival Airport]
- **Airport Transfer:** [Transfer arrangements if any, e.g., company driver will meet you at arrivals]
- **Accommodation:**
  - [Hotel Name]
  - [Hotel Address & Phone]
  - [Booking Reference / Reservation Name]

**Contact Information:**

Should you have any questions or require further assistance, please do not hesitate to contact

[Contact Person Name] at [Contact Email] or [Contact Phone Number].

We look forward to meeting you and believe that this session will be both productive and mutually beneficial.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]