

Formal request for business meeting

Subject: Request for Appointment to Discuss Business Collaboration

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an appointment with you to discuss potential areas of collaboration between our companies. We believe that our services align well with your organization's objectives, and a meeting would be a valuable opportunity to exchange ideas.

I would be grateful if you could grant me one hour of your time at your convenience. Please let me know your available dates and times so that I can adjust my schedule accordingly. If preferable, I would also be open to arranging a virtual meeting.

Thank you for considering this request. I look forward to your favorable response.

Sincerely,

[Your Name]

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