

Provisional meeting request

Subject: Preliminary Discussion Request

Dear [Recipient's Name],

I would like to request a preliminary meeting to explore the possibility of a partnership between our organizations. At this stage, my intention is to present our proposal and hear your initial thoughts. If the discussion proves promising, we can schedule a more detailed session involving both teams. Kindly suggest a suitable date and time for this first meeting.

Thank you in advance for your consideration.

Best regards,

[Your Name]

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