

Invitation To Lunch Meeting Sample Letter

[Date]

[NAME, COMPANY AND ADDRESS, ex.
Tom Atkinson
COMANY Inc.
14 Edith Street,
Hackney West,
ZIP POST CODE]

Dear [NAME, ex. Tom Atkinson],

Allow me the pleasure of inviting you to lunch at [ESTABLISHMENT, ex. Enchante] [DATE, ex. next Wednesday. [STATE WHAT YOU PLAN TO DISCUSS AND HOW IT MAY BENEFIT THE RECIPIENT, ex. I believe it will be a wonderful opportunity for me to learn more about your firm's manufacturing process and to discuss how our Magnaflux compressor can reduce your operating costs.]

[STATE REQUESTED NATURE OF RESPONSE, ex. Please tell me whether you are able to come by calling me at XXX-XXXX.]

Best regards,

[YOUR NAME, ex. Tony Montana]