## 

## MEETING APPOINTMENT REQUEST LETTER WITH BOSS

Dear **Monica Geller**,

I am writing to you with hopes of making the business partnership official by discussing the plans for the future of both our entities with you.

Working together with you and your team proved to be mutually beneficial for our companies. As business partners, we may be able to dominate the industry and create bigger plans in the future. This is why I am requesting a formal business meeting appointment with you and your legal team so that we can draft and execute an effective business partnership agreement that works for both of us.

Please let me know when is your most convenient time for an appointment in the following week. Looking forward to your response. 

Regards,

**Julie Murillo**