## MEETING APPOINTMENT REQUEST LETTER WITH BOSS

Dear **Anthony James**,

My name **Danny Bryl** and I am from **Viva Corp.** I have been given to understand your foundation's motto and things about it. Our organization, since its inception, has been looking for donors that can help us do what we have aspired to do from the very beginning. This letter is a formal request for a meeting with you. I have been working on a proposal that can be beneficial for both organizations.

Kindly advise on a convenient time so that we can discuss it further.

Thank you very much for your consideration!

Regards,

**Danny Bryl**

**General Manager**, **Viva Corp.**