## MEETING APPOINTMENT REQUEST LETTER WITH BOSS

Dear **Watson Cooper**,

I would like to request a meeting with you anytime this week so that we may discuss the results of my research and findings.

I tried finding a vacant schedule in your calendar, but I could not find any. Please spare a few minutes of your time for the meeting.

I have also attached a copy of my report to save as additional time.

Regards,

**Jimmy Edward**

**Marketing Executive**, **Viva Corp.**