**Sample Meeting Appointment Request Letter**

Thursday, July 23, 2039,

Forte Fruits Inc.

4021 S Federal Boulevard,

Englewood, CO 80110,

United States

To Whom It May Concern,

RE: Meeting appointment request letter for financial investments

This is to kindly notify you of an impending meeting of all the investors who have pooled their money towards the establishment of the fruit processing factory in Denver, Colorado.

Due to the ongoing COVID-19 pandemic, the meeting shall take place exclusively virtually. We shall use the Zoom Video-conferencing platform to carry out the meeting.

It shall kick-off at 9:00 AM (Eastern Time) and persist through to 12:00 noon (Eastern Time) on Thursday, July 30th, 2039. The meeting ID is 111098.

Please make appropriate arrangements to be in attendance.

Sincerely,

Jackson Corte,

Events Coordinator – Forte Fruits Inc.