**REQUEST FOR MEETING APPOINTMENT E-MAIL**

Dear Anila Azmat,

Hope to find you hale and hearty. As per our discussion regarding the fundraising campaign, I consider arranging a meeting would be a better idea. So that I may convey & discuss more effectively. We do have ticket books, envelops, boxes and other ways for the execution of plan.

Please suggest some time in the coming week when we can meet and discuss the things and inform me about the suitable date at least two days before so that I can make necessary arrangements for my transportation. Moreover, please try to adjust the meeting between 9 am-1 pm. Furthermore, I’ll call you for more assistance.

Your cooperation will be highly appreciated.

Regards,

Sana Khan.  
Manager Marketing.