**MEETING APPOINTMENT EMAIL**

Dear Reheel Ahmed Sahib,

Hope this finds you in the best of health. I am extremely grateful to you for supporting the cause of special children of Roshni Association.  We are pleased to acknowledge receipt of your kind & generous contribution towards the welfare of these heavenly souls.

Further to our discussions in Pearl Continental on 15th February 20XX, we would like to request you for a meeting, during the 1st week March on any convenient day, sparing some time from your very busy schedule. I am currently in Saudi Arabia for performing Umrah returning to Pakistan during 1st Week of March Insha’Allah.

May Allah be pleased with you for caring for the welfare of special children.

With Regards,

Farhan Anwar  
Vice President  
Roshni Association