## **COMPANY APPOINTMENT LETTER**

Michael Watts,

General Manager,

Smith & Co  
61 Greenhaven Road  
Pawcatuck CT 06378

Date: 7th October 20XX

Dear Mr. Watts,

My name is Neil Adams and I am the sales manager of ABC Technologies in Groton. We have done research on your company and wanted to discuss a mutually beneficial business proposal with a member of your marketing/sales team.

Would it be convenient for you or the person you delegate to come and attend a meeting arranged at our office at 3 Cardinal Drive, Groton CT 06350 on 1st November 20XX, for one hour between 9 am and 12pm? If that is not convenient for you then we are willing to arrange the meeting on another mutually convenient date and time.

Please feel free to contact me if you want to know any further information regarding this on email.

Thank you for your time and I appreciate your consideration.  I look forward to here from you.

Sincerely

Signature

Neil Adams

Sales Manager

ABC Technologies