**MEETING REQUEST LETTER FOR NEW BUSINESS PROJECT**

To,  
The Managing Director,  
Rhodes and Schwarz Company,  
West Avenue, Germany.

**Subject**: Meeting Request for New Business Project

Dear Sir,

I am the Sales Director of National Arms Company and I met you at the Business Conference or Event last month. A representative of our sales team, Mr. Skinner,will be in Ontario between 15 th February and 27 th February and would like to meet you on any of those days for 20 minutes if possible between 10am – 12pm.

The person entitled has done research on your company and believes he has a reciprocally beneficial business scheme he would like to thrash out with you as new venture between us.

Would it be fitting for you, or someone you entrust, to meet Mr. Skinner on one of these days? I will call you in a few days to discuss any details or questions you may have and arrange a substitute time if essential.

Yours Sincerely,  
Mr. Caesar King,  
7 th February, 20XX