**MEETING REQUEST FOR CHRISTMAS PARTY**

Dear Mr. Snyder,

I am an employee in the foodservice department here at Mercy Hospital. I have recently been put in charge of organizing our department’s annual staff Christmas party, as our manager is on maternity leave.

I would like to meet with you so I can get an understanding of my budget, the number of guests and who our usual vendors are for such an event. My work shift begins at 11 a.m. and I take a lunch break at 2 p.m., so I would be available to meet at 10 a.m. or 2 p.m. on any weekday next week. I would be happy to come up to your office, but please let me know if you prefer to meet elsewhere.

Thank you very much.

Sincerely,  
Aleisha Johnson