**EASY FORMAT OF LETTER FOR MEETING APPOINTMENT**

Mrs. Saneha Singh  
HR Manager,  
ABC Limited.

**Subject**: Request for Meeting Appointment

Dear Madam,

Hope to find you hale and hearty. I am writing to inform you that as per our telephonic conversation I had emailed you my resume and documents for an apprenticeship. As you have confirmed me now, moving on to next step I think so that a meeting would be worthwhile so that I may discuss all the things including timings, schedules and project details. Whenever you feel easy give me the time of the meeting. I shall be highly beholden for this.

Thanking you in anticipation.

Sincerely,

Meghna Parek  
Contact:000-000-000.