**REQUEST FOR MEETING LETTER**

To,  
Manager,  
The Food and Beverages Company,  
USA

**Subject**: Request for a meeting

Respected Sir,

It is stated that I represent the Barcelona Food Colours Associates, a company that provides the best and the healthiest alternative food colours to industries the world over, we have not yet been introduced and I would like to hold a meeting with you in this regard.

Our company has been rated among the top ten in the region and no side-effects or complaints have been made regarding our products. I have come to know that your company requires food colours that are approved by relevant authorities and are also vegan.

Our company may have the solution to your predicament. You may write to me and schedule the meeting at your convenience or call my assistant for further guidance. We at Barcelona Food Colours Associates shall look forward to doing business with you.

Yours Truly,  
Mr. George Reggie  
27th May, 20XX