**MEETING APPOINTMENT LETTER**

Brittany Drake  
Sales Director of ABC Company  
123 Anywhere Road  
Joslin, CA 91258  
  
**DATE**  
  
Dear Mr. John Smith,   
  
I am the primary sales director of ABC Company. I briefly met you at the Worldwide Conference this last April. Susan Belmont, one of our sales team representatives, is going to be in the Rock Falls area between DATE – DATE and is interested in briefly meeting with you on any one of those particular days for about 45 minutes sometime between 10am – 1pm.

Susan has performed extensive research regarding your company and thinks she’s come up with a mutually beneficial proposition for both our businesses that she is eager to discuss with you.   
  
Would it be possible for you, or a person you delegate, to meet Susan Belmont on one of the suggested days? I will contact you in a couple of days in order to answer any of your questions and to possibly arrange this brief appointment.   
  
Sincerely,

**(Sign your name here)**  
Brittany Drake 