**MEETING APPOINTMENT LETTER**

Ref: **[Your Reference Number]**

Date:

To

The Honourable

**[Name whom to meet]**

**[Address**]

KIND ATTN.: **[Mr.]**

Sub: Request for an appointment on **[Specify subject].**

Ref:  **[Relative reference no, if any]**

Dear Sir,

Apropos, I am writing to request an appointment for myself and other constituents to meet with you to discuss **[further]** on the referenced matter **[continue if you wish to add any relative issues]**

Our group shall include the following individuals:

1. [Name, Designation, Company Name]

2. [Name, Designation, Company Name]

3. [Name, Designation, Company Name]

I look forward to hearing from you regarding your availability to meet at earliest [You can also mention your desire dates]. Please confirm the earliest convenient date and share with us on [email id].

We look forward to receiving your esteemed support in this regard.

Sincerely,

For **[Company Name]**

**[Your Name]**

**[Designation]**

**[Phone Numbers]**