**MEETING APPOINTMENT LETETR**

To

Mr. Adam Lee Poacher,

Business Head,

Quality Solutions Inc,

#4, Colchester, Essex,

London, CO31

Date: 29th November 20XX

**Subject: Schedule of appointment for holding business meeting**

Dear Mr. Adam,

I am Gwyneth Lee the business manager of Isotope Associates writing with reference to our scheduled business meeting which your company has requested to be held in the month of December. Our senior management has agreed to have an appointment for our business meeting to be held on the 4th of December 20XX at 10.00AM. We have two members from the board of directors who will be attending this meeting.

I am also attaching a schedule of topics that are on the agenda for discussion in the meeting on the scheduled meeting day. You are free to add any more issues or essential things that you think are necessary to be discussed during the business meeting. Please provide the updated agenda to us within two days so that we have all the necessary paperwork related to the meeting prepared well in advance.

Please confirm your appointment for the business meeting on the scheduled date for making necessary arrangements on or before 3rd December 20XX positively. In case you have any doubts, you are free to contact our organization on 111-2222 or 222-3333 between 10.00AM to 5.00PM.

Looking forward to hearing from you very soon on appointment confirmation and meeting you personally on the scheduled meeting day.

Yours Sincerely,

Gwyneth Lee

Business Manager

Isotope Associates