**Sample Formal Meeting Request Letter**

To,  
Manager,  
XYZ Company,  
Canada.

Subject: Appointment for a meeting

Dear Sir/Madam,

With due respect, it is to say that I, (Insert name here) represent (insert company name here). Our company has not been properly launched in the market as we are beginners. However, we have the best supply of fruits and vegetables. We are sourcing from the best farms in the area. We have an ample supply of different kinds of fruits and vegetables in the market. There are many companies offering us to be their supplier.

Our company would like to offer you to be your official supplier. I am confident that we would not disappoint you. We have the best market rates, which I would like to, discuss with you in a meeting.

Kindly select a date and time as per your convenience and write back to me. You may also call my assistant to discuss further.

Thank you so much for your valuable time.

Sincerely,

Insert name here.  
Insert date here.