**Sample Meeting Appointment with Manager Letter**

To,  
Manager,  
XYZ Company,  
Canada.

Subject: Appointment for Meeting

Respected Sir,

With due respect it is to say that I, (Insert name here) represent (Insert name of company here) and would like to schedule a meeting as per your schedule to discuss the following matter:

Insert Topic of Discussion here, for example, we know your company is finding it difficult to find the right material for construction of buildings.

Our company has a solution for your problem. We have been operating in this sector for the past 10 years and would like to provide you the required material.

Kindly schedule an appointment for meeting and write back to me about the date and time. You may also call my assistant for getting more information and further guidance.

Thank you so much for your time.

Yours Sincerely,  
Insert name here.  
Insert date here.