The Managing Director,

XYZ Association.

Subject: Request for Meeting Appointment

Dear Sir/Madam,

Hope this letter finds you in the best of your health. As per our telephone discussion yesterday regarding the business partnership, I would like to schedule a meeting for appointment according to your convenience. I would like to discuss the partnership clauses in detail.

Working with your company and team members would be an honor. XYZ Association as a partner with our company can be a huge success in future.

Please make sure that the meeting is within this week as I am flying to ABC Country next week on a business trip. Let me know the date and time of the meeting.

Best Regards,

Sincerely,

Insert Name here.  
Insert title here,  
Insert name of association here.