**MEETING APPOINTMENT LETTER**

Date:

To

The Honourable

**[Name whom to meet]**

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 the earliest **[You can also mention your desired 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]**