**REQUEST LETTER FOR MEETING APPOINTMENT**

The Managing Director,  
Falcon’s Association.

Dear Sir,

I hope to find you in a good health. I was good experience and exchange of ideas on our telephonic conversation yesterday regarding the partnership of business. Working with you and your team would be beneficial for both of us. Joining Falcon’s Association as our Business Partners would be a huge plan for future. We discussed regarding all the requirements and plans but I consider that being more format a chance of meeting would be worthwhile.

The entire plan along with terms and conditions is thoroughly planned to be executed and before doing it so a formal meeting is necessary. Please go through your schedule and provide me with the detail that when we can accomplish this task. Make sure the meeting to be held within this week. We hope that this working tenure will prove to be good asset for all of us. Waiting for your response.

With Best Regards,

Sincerely,

James Kin.  
Director,  
Kin’s Association.