**REQUEST OF MEETING VIA EMAIL**

To:

Dear Anaya Singh,

How are you my dearest friend? I hope you will be fine. I am your friend, no doubt but I am your co-partner in the business arcade as well. The purpose of writing this letter is too fold: one is my invitation to you for my birthday party and the second is to decide certain policies.

For the upcoming products of our company. Officially, I am inviting you for this meeting on Monday 15th august 20XX at 4:00 pm sharp. Don’t forget to bring my present for my birthday **(on serious notes).** Looking forward to your arrival and can’t want to see you after such a long time! Love you loads and miss you.

Regards,  
Ms. Sahsma Rai,  
2nd August, 20XX