

## **.1. Professional email to request a meeting sample**

Dear (Recipient's name),

My name is (name), and I'm \_\_\_\_\_ you from (company). I would like to \_\_\_\_\_ a meeting to explain how we can help your business to grow.

During the meeting, I'll talk you through how, by working together, we can (insert details).

Would you like to meet? If you do, respond to this email with some dates and times that \_\_\_\_\_ for you, and we can \_\_\_\_\_ on a date.

I look forward to hearing from you and hopefully working together.

Kind regards,  
(Your name)

## **2. Sample email to request a meeting with client**

Dear [Recipient],

I hope this email finds you well. I am writing to request a meeting with you \_\_\_\_\_ the [missing word] project. As you may know, the deadline is fast approaching and I would like to discuss [missing word] issues with you.

\_\_\_\_\_ it be possible to arrange a meeting sometime next week? I am available [missing word] the afternoon, and I can come to your office at a time that is \_\_\_\_\_ for you.

I would be grateful if you could \_\_\_\_\_ whether this is possible and suggest a suitable date and time for the meeting. If you are unable to meet with me in person, we could arrange a [missing word] call instead.

Thank you for your time, and I look forward to hearing from you soon.

Best regards,

[Your Name]

### 3. Introduction meeting request email sample

Dear (Recipient's name),

I would like to \_\_\_\_\_ a meeting with you to introduce my new colleague (name). They have recently joined us as (job title).

We're excited about (name) working with us, and I'm sure she'll have a massive impact on our working relationship.

Please let me know of dates and times you are available next week, and I will find a \_\_\_\_\_ time for us all.

Many thanks,  
(Your name)

#### 4. Sales meeting request email sample

Hello (Recipient's name),

Thanks for the interest in (Your company)! Here goes answers to the questions you sent me:

- Details about your company
- References from other customers
- Answer to a question

To check whether our solution would suit your needs, can we \_\_\_\_\_ a 30 minute meeting, with the \_\_\_\_\_ agenda:

- Assessing if (Your solution) is the right fit for your company
- 15 minute demo of how (Your solution) brings value to companies like you
- Answering questions that arise

Please \_\_\_\_\_ suitable dates and times, and I will arrange a meeting.

We look forward to hearing from you.

Best,  
(Your name)