

``` John Doe

*123 Main St Springfield IL 62701*

john.doe@example.com (555) 123-4567 Jane Smith

*456 Elm St Springfield IL 62702*

jane.smith@example.com (555) 987-6543 2023-10-01 Meeting Request

Dear Jane, I hope this message finds you well. I would like to schedule a meeting to discuss our upcoming project. Please let me know your available times. Thank you. Sincerely, John Doe