

**\*\*Subject:\*\* Request for Formal Lunch Meeting**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a formal lunch meeting to discuss [specific topics or purpose].

I propose [date and time] at [location]. However, I am flexible and open to suggestions if that doesn't suit your schedule.

Please let me know your availability. I look forward to our discussion.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]

[Your Company]