

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a lunch meeting to discuss [briefly state the purpose, e.g., "our ongoing project," "potential collaboration," etc.].

I believe that meeting over lunch would provide a relaxed atmosphere for us to exchange ideas and enhance our working relationship. I am available on [provide two or three date and time options], but I am happy to adjust to your schedule if these do not work for you.

Please let me know your preference, and I look forward to the possibility of meeting you.

Thank you for considering my request.

Warm regards,

[Your Name]
[Your Job Title]
[Your Company/Organization Name]