

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I would like to request a lunch meeting to discuss [specific topic or purpose of the meeting]. I believe that a conversation would be beneficial for both of us regarding [mention any relevant points].

I am available on [provide two or three options for dates and times], but I am happy to accommodate your schedule if those do not work for you. Thank you for considering my request. I look forward to your response.

Best regards,

[Your Name]
[Your Job Title]
[Your Company]