

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

Dear [Recipient Name],

I hope this message finds you well. I would like to invite you to a lunch meeting on [Date] at [Time] to discuss [Meeting Purpose/Topics].

We will meet at [Location/Restaurant Name], where we can enjoy a meal together while having an engaging conversation about [Specific Agenda Points].

Please let me know your availability for this meeting, as I would greatly appreciate your insights and contributions.

Looking forward to your response.

Best regards,

[Your Name]  
[Your Position]  
[Your Company]