

[Your Name]
[Your Position]
[Your Company]
[Your Email]
[Your Phone Number]

[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company]
[Recipient's Email]

Dear [Recipient's Name],

I hope this message finds you well. I would like to propose a lunch meeting to discuss [specific topics or purpose of the meeting]. It would be a great opportunity for us to connect and share ideas.

I am available on [suggest two or three dates and times], but I am happy to adjust to a time that works best for you. Please let me know your availability.

Looking forward to your response.

Best regards,

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