

[Your Name]

[Your Position]

[Your Company]

[Date]

[Recipient's Name]

[Recipient's Position]

Dear [Recipient's Name],

I hope this message finds you well. I would like to invite you to lunch on [insert date] at [insert time] to discuss [mention any specific topic or reason, if applicable].

We could meet at [insert restaurant or location], which I believe you might enjoy. Please let me know if this works for your schedule or if there's a different day or time that would be more convenient.

Looking forward to your reply!

Best regards,

[Your Name]

[Your Contact Information]