

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

[Recipient's Name]
[Recipient's Title]
[Company 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 appointment to discuss [specific topic or purpose]. I believe that a conversation over lunch would provide an excellent opportunity for us to connect and explore our shared interests.

I am available [provide two or three options for dates and times], but I am more than willing to adjust my schedule to accommodate your availability. Please let me know what works best for you.

Thank you for considering my request. I look forward to the opportunity to meet with you.

Best regards,

[Your Name]
[Your Job Title/Position]