

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Date]

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Recipient's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to suggest a casual lunch discussion where we can explore ideas and share insights on [specific topic or project]. I believe your perspective would be incredibly valuable and I am eager to hear your thoughts.

How does [suggest two potential dates and times] work for you? I would be happy to meet at [suggest a location, or ask for their preference]--just let me know what suits you best.

Looking forward to the opportunity to connect!

Best regards,

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