

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

[Recipient's Name]
[Recipient's Position]
[Recipient's Company Name]
[Recipient's Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well.

I would like to extend an invitation to you for a business lunch to discuss [briefly state the purpose, e.g., potential collaboration, project updates, etc.]. I believe this would be an excellent opportunity for us to align our strategies and explore mutual interests.

Please let me know your availability for a lunch meeting within the next couple of weeks. I would be happy to arrange a convenient time and place for both of us.

Thank you for considering my invitation. I look forward to your positive response.

Warm regards,

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