

[Your Name]  
[Your Title]  
[Your Company]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Recipient's Company]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose a lunch meeting to discuss [specific topic or purpose]. I believe this meeting would be a great opportunity for us to [briefly state the benefit or outcome of the meeting].

I would like to suggest [date] at [time] as a potential date for our meeting. We could meet at [location/restaurant] or any venue of your preference. Please let me know if this works for you or if there are other times that you would prefer.

Looking forward to your response.

Best regards,

[Your Name]  
[Your Title]  
[Your Company]