

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[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, e.g., "potential collaboration opportunities," "upcoming projects," etc.].

I believe that an informal setting would provide a great opportunity for us to exchange ideas and explore how we can work together effectively. I suggest we meet at [specific location, e.g., "The Green Bistro"] on [proposed date] at [proposed time], but I am open to any other suggestions that may suit your schedule.

Please let me know if this works for you or if there's another time and place that you would prefer. I look forward to your positive response. Thank you for considering this proposal.

Warm regards,

[Your Name]
[Your Job Title]
[Your Company/Organization Name]
[Your Contact Information]