

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

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

Dear [Recipient's Name],

I hope this message finds you well. I would love to coordinate a lunch with you and discuss [specific topic or purpose].

Could you let me know your availability for next week? I am flexible on [provide a few options for dates and times], but I'm happy to adjust to accommodate your schedule.

Looking forward to hearing from you soon!

Best regards,

[Your Name]