

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your company's participation in a lunch meeting on [date] at [time]. The purpose of this gathering is to [briefly explain the purpose, e.g., discuss project updates, foster collaboration, etc.].

The lunch will take place at [location/venue], which offers an appropriate setting for our discussions. I anticipate that it will last for approximately [duration].

Please let me know if you are available on this date and if you have any dietary restrictions we should consider.

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

Sincerely,

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