

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

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

Dear [Recipient's Name],

I hope this message finds you well. I would like to request a lunch appointment with you to discuss [briefly state the purpose, e.g., "potential collaboration opportunities" or "upcoming projects"].

Would you be available for lunch on [suggest a date and time] at [suggest a location]? If that does not work for you, I am happy to adjust to a time that suits your schedule.

Thank you for considering my request. I look forward to the opportunity to connect.

Best regards,

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