

[Your Name]  
[Your Job Title]  
[Your Company]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Job 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 [briefly state the purpose or topic of the meeting]. I believe that together we can [mention any potential benefits of the meeting].

I would like to suggest [provide a couple of options for date and time] for our lunch meeting. If these do not work for you, please feel free to suggest an alternative date and time.

Thank you for considering my request. I look forward to the opportunity to meet and discuss [repeat the main topic or purpose].

Best regards,

[Your Name]