

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request the opportunity to have lunch together at your convenience. I believe it would be a great chance for us to connect and discuss [specific reason, if applicable].

Please let me know your available dates and times, and I will do my best to accommodate.

Thank you for considering my request. I look forward to hearing from you soon.

Best regards,

[Your Name]
[Your Position, if applicable]
[Your Contact Information]