

[Your Name]
[Your Title]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's 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 formally request a lunch meeting to discuss [specific purpose or topic]. I believe this meeting would provide us with an excellent opportunity to [explain the benefit or importance of the meeting].

I am available on [provide two or three date and time options] but am more than willing to accommodate your schedule. Please let me know what works best for you.

Thank you for considering my request. I look forward to the opportunity to connect and discuss [topic] further.

Best regards,

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