

[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 kindly request a lunch meeting with you to discuss [specific topic or purpose].

If possible, I would appreciate the opportunity to meet on [suggest a date and time], but I am more than willing to accommodate your schedule.

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

Warm regards,

[Your Name]