

[Your Name]
[Your Job Title]
[Your Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Job Title]
[Recipient Company Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I would like to extend an invitation to you for a business lunch that I believe will foster our collaboration and allow us to discuss potential opportunities.

****Details of the Lunch:****

- ****Date:**** [Insert date]
- ****Time:**** [Insert time]
- ****Location:**** [Insert restaurant or venue name and address]

This will be a great opportunity for us to catch up and explore ways we can work together more effectively. Please let me know if you are available at the proposed time, or if there is another time that works better for you.

Looking forward to your reply.

Best regards,

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