**Subject: meeting request letter for [X]**

Dear Johnson,

I hope you are doing well. I would like to say thank you for your kind visit to our company last week. During your visit, certain plans were agreed and initiation of business partnership between our companies was one of them. Feeling the importance of this partnership and in continuation to our business discussion, I hereby request you to schedule a meeting at your convenience.

I have directed my team to prepare an attractive presentation about all the plans which we discussed last week. Financial information and timeline are the most important components of any plan, and these have also been incorporated.

For your better understanding, my team has provided a comprehensive business model in the presentation. Key performance areas and other tasks which are to be entailed by this partnership have also been discussed in the presentation. You know that the success of any business partnership is heavily dependent on the cost to benefit ratio.

Considering it, my team has provided financial guidelines along with all the benefits which might be derived from this partnership. I hope you will surely arrange a meeting with me after reviewing this presentation. For reference, I am sending you the crux of important points which might be discussed in the meeting.

It is my utmost desire to schedule a formal business meeting with you as early as possible. This is the way through which we can share successful business strategies with each other. Moreover, I am looking forward to launching a new product in the market by the end of next month. To get a mutual benefit, I wish to initiate our business partnership before this month ends.

To finalize our business partnership, it would be my pleasure if I could get the appointment during this week. Thank you in anticipation for considering my request. I am looking forward to establishing long-term business relations with your company. To schedule a meeting, please contact Ms. Julia at [contact number].

I am looking forward to hearing from you soon.

Regards,

Anderson