**LETTER TEMPLATE**

**BUSINESS MEETING INVITATION LETTER**

**[Name of the recipient],**

**[Address],**

**[Date],**

Sub: Letter of invitation for a business meeting

Dear Sir/ Madam,

We are happy to invite you to attend the business meeting of our company **[mention company name].** We want to discuss with you about our next projects **[mention details]** and also about the facilities which we should provide to our clients. Your guidance and ideas are important for the success of our company.

Therefore, we request you to join us in this business meeting and help us with your expertise. The meeting will be held at **[mention the venue],** on **[mention date]** from **[mention time].** We are requesting you to inform us if you are unable to join us.

I have attached the booklet of our company with this invitation for your preparation before the meeting.

We look forward to your precious presence.

With thanks,

Regards,

**[Name of the sender],**

**[Designation],**

**[Company name]**