

Dear [Recipient's Name],

I hope this message finds you well. I would like to formally invite you to a business lunch to discuss [specific topic or purpose].

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Venue/Restaurant Name, Address]

Please let me know your availability for this date, and if you would like to invite any additional colleagues.

Looking forward to your positive response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]