

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]

[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Recipient Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a meeting to discuss the potential merger between our companies, [Your Company Name] and [Recipient Company Name]. We believe that a collaboration could be mutually beneficial and would like to explore this opportunity further.

Please let us know your availability for a meeting in the coming weeks. We are flexible with dates and can accommodate your schedule as needed. We look forward to your response and hope to set a time to discuss this exciting possibility.

Thank you for considering this request. We are eager to hear from you.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]