

# Follow-Up Letter for Meeting Request

[Your Name]  
[Your Position]  
[Your Company]  
[Your Email]  
[Your Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company]  
[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I wanted to follow up regarding my previous request for a meeting to discuss [specific topic or purpose]. I believe we could have a productive conversation about how [Your Company] can support [Recipient's Company] in [mention the benefits or topics of interest].

I understand you're busy, but I would greatly appreciate the opportunity to connect. Please let me know if you are available for a brief meeting or if there's a more convenient time for you in the coming weeks.

Thank you for considering my request. I look forward to your positive response.

Warm regards,

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