[DATE]

Contact Name

Address

Address2

City, Province

Postal Code

**RE: I LOOK FORWARD TO MEETING WITH YOU**

Dear [CONTACT NAME],

Following on from our phone conversation, I look forward to meeting with you and your strategic planning staff on [DATE] at your office. I appreciate you arranging to have everything in place in the conference room for the presentation.

I do have one other request. Namely - do you think it is possible to have [NAME] attend as well? Since he will be signing off on the project, it would be extremely beneficial to have him see my presentation.

I will be in touch with you a few days before the meeting to confirm the date, time, place and number of attendees.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]