

Template 2:

A standard meeting request

Subject: Let's do it together, [business name]

Hey, [client's name].

I'm [your name] from [company's name] and we specialize in [area of expertise]. Considering how important you are to this industry, I think we would both benefit from working together.

Working alongside us would provide you access to our consulting team's knowledge and our award-winning product line.

If you are available, I'd like to schedule a meeting with you at [venue] on [day and time] so we can chat more.

Alternatively, you can always book a meeting via [booking link].

Regards,
[Sender's name]

Email Sample Sales Meeting Request

Lei Huang

A red circular graphic with a gradient, appearing as a partial circle or a thick arc, located to the right of the name 'Lei Huang'.

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