## MEETING REQUEST EMAIL TO CLIENT (SAMPLE)

\*Clients are tricky, and as such the best way to go about an email in this category is to be concise and straight to the point, stating the purpose of the meeting and how it can benefit the client, also adding contact information in closing the email. It is important not to force a client to wade through unnecessary information that they may not even be patient enough to read through.

(Take note that meetings with clients should not be requested on first contact).

### Sample meeting request email

TO: johndoe@products.com

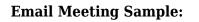
SUBJECT: 'MEETING REQUEST: XYZ PRODUCT ADVERTISING '

Dear Mr. John,

I am writing with regard to our earlier discussion about launching an ad campaign for your new product – our company has an impressive

# **Email Meeting Sample**

**David Baud** 



#### **Email Meeting Sample** Book Review: Unveiling the Power of Words

In a global driven by information and connectivity, the ability of words has be more evident than ever. They have the ability to inspire, provoke, and ignite change. Such could be the essence of the book **Email Meeting Sample**, a literary masterpiece that delves deep into the significance of words and their effect on our lives. Published by a renowned author, this captivating work takes readers on a transformative journey, unraveling the secrets and potential behind every word. In this review, we will explore the book is key themes, examine its writing style, and analyze its overall impact on readers.

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#### **Email Meeting Sample Introduction**

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