**Sample meeting request email**

*TO: 101@email.com*

*SUBJECT: ‘RE: MEETING REQUEST*

*Dear Mr. 101,*

*I am glad to have received your positive response to the meeting request.*

*Kindly let me know if the following arrangement works for you;*

*9:00 on Thursday 12th June 1763 at the Le-palm business place, opposite yellow bank – Citydale.*

*Thank you again for your time.*

*Janet Manuel*