**The Standard Meeting Template:**

**Ranking:**

**Subject 1:** Schedule a meeting?  
**Subject 2:** Meeting tomorrow?  
**Subject 3:** [Company] + [Their Company] Meeting  
**Subject 4:** You + Me = Meet?

Dear Marketing Manager,

Our company, [Name], would like to request a meeting with you to discuss the services that we can offer you.

[Details Of Service]

Please contact me with an opening in your schedule so that we can arrange a meeting.  
Sincerely,  
[Name] – [Email]