

{#Date}

{Salutation} {First Name} {Last Name}

{Position}

{Company}

{Address 1}

{Address 2}

{City}, {State} {Zip}

Dear {First Name}:

Hope all is going well for you at {Company}. We have always wanted our two businesses to work together, and now I think there may be something for us to look into. I would like to meet you for lunch sometime soon to discuss a project of possible mutual interest. It involves {#Brief description of project#}. I think you'll see how both our companies can be profitable working together.

I will call you next week to set a time for us to meet. See you soon.

Sincerely,

{#Username}

{#Company}