From,

Rajan Saini

Senior Manager

Ignited Future Pvt. Ltd.

Sector – 20, Gurugram

Date- 23 June 2019

To,

Manoj Sinha

Executive Manager

Logistics Pvt. Ltd.

Sector 60, Noida

Dear Sir,

I am writing this letter to invite you to a business meeting in our company. Its been a pleasure always working with your company. We have worked together since 2015. It is a long relationship with your company. You and your company have provided us the best services every time. We are really grateful to you. Your knowledge and experience have supported our company very efficiently.

However, to increase the growth and profit levels, our company has made the next Five Year Plans to boost the performance of our company. In this regard, I would like to have some discussion over our business tactics and strategies and decisions that needs to be modified or upgraded. So on behalf of our company I have planned for a business meeting with our board of directors and with our business partners like you.

It would be a great honor for us to have you to the business meeting as the goals and aims that we have planned for can only be achieved with your valued guidance. The business meeting is scheduled to be held on 20 June 2019 AM at our company’s conference room.

I am looking forward to having your esteemed presence at the business meeting. Please accept our invitation by replying to this mail.

Thanks and Regards

Rajan Saini