

*Business Lunch Letter (Sample)*

( on letterhead)

Jack Smith  
Vice President  
Can Do Services  
123 Main St  
Anywhere, Any State 00000

Dear Jack, (*Greeting*)

(*Rapport, Upfront reason for the communication* )

I hope you are doing well. Thank you for calling me back last week. I wonder if we can meet on Thursday, April 1<sup>st</sup> at Silvio's Restaurant at 12:00 PM. My staff will arrange for a conference room.

*Qualify and explain the reasons*

I am anxious to discuss the possibility of our companies working together to get the State contract on widgets. As you know there are only a few companies which can manufacture the required quantities and ship the order on time. Your company and mine can accomplish the task if we work together.

(*Final thoughts and give the addressee a method of response*)

Please bring Ed Jones and I'll bring Harry Black so we can discuss the State's concerns. I expect we can iron answer some of your questions. If you think anyone else should attend please call me on 800-000-0000.

John Hall  
VP Operations  
Will Do Enterprises

*Simple to the point. Remember you are not trying to negotiate a contract for the partnership in this letter. When it is time to outline what was discussed at the luncheon, the content and main points of that letter will be more definite however, even then, you should write concise and direct business letters and keep them short.*

***If you need help in writing a letter or want to become a better writer, give me a call.***

*R/S*