

Business Meeting Invitation Letter

To,

Troy Watson

Sales Head

Homes Sales Agency

Buckingham

UK

Date: 18th October 2013

Subject: Business Meeting Invitation Letter

Respected Mr. Watson,

I am writing this letter on behalf of Fortune Sales Agency. Through this letter, I would like to first of all express my gratitude towards you for working with us and for establishing such healthy business relationships with our sales team. You have always given valuable lessons and contributions through your business terms.

To make plans and draft the discussions for the upcoming year, we have planned for a business meeting. It would be a great honor for us to have you at the business meeting as the goals and the aims that we have planned for can only be achieved with your esteemed guidance. The business meeting is scheduled to be held on 23rd October, 9:00 AM, at our company's conference room. The meeting will be followed by the sales presentations by our team leaders and thereafter some discussions related to the sales programs and budgets will be held.

We look forward to have your esteemed presence at the business meeting. Please send us a confirmation reply as soon as possible.

Thanking you for your kind consideration.

Sincerely,

James Wills

HR executive

Fortune Sales Agency