

## Request for Meeting - Template

This email introduction template is designed to request a first meeting with a prospective customer. Keeping the message simple and highly contextual will increase its chance of success. The user will need to tailor the message to their specific customer and market.

Hi [.....]

We have not met before. My colleague/friend/customer [.....] who works at [.....] suggested I reach out.

I would like to request an introduction, to better understand your project environment at [.....].

We provide a full suite of services for [.....] Projects. The following organisations we believe have similarity to yours:

- ....
- ....
- ....

Could we pencil in a time to catch up for coffee on Tuesday 27<sup>th</sup> June?

Regards

[.....]