

# General meeting request email

This is an example of a standard meeting request email that you can use for a wide variety of meetings.

*Subject line: <<first name>>, have time to meet?*

*Hi <<first name>>,*

*I read/saw [insert interesting detail about them or their company or recent award or accomplishment].*

*I'm a [your position or title] at [your company name]. Your company's focus on [the interesting detail or accomplishment] got me thinking about ways we could collaborate to achieve [the goal of the meeting].*

*I'd like to meet with you to discuss this further if you're interested.*

*Would you be available for a quick chat?*

*Thank you,  
[Your first name]*