FROM

[Sender name]

[Title]

CONTACT

[email address]

[Phone number]

OFFICE

AlphaLife Sciences
[Street address]
[City, Postcode]

WEB

alphalifesci.com

ALPHALIFE Sciences

[Month Date, Year]

[Recipient name]
[Title]
[Company]

Re: [Subject of the letter]

Dear [Recipient name],

I am writing to ask whether you would be open to a short meeting with our team during [Event or month]. We work with regulatory and medical writing groups on [one-line description of what you help with], and I believe there is a useful conversation to have about [their priority].

In about 30 minutes, we would cover:

- [Agenda point one]
- [Agenda point two]
- [Agenda point three]

If any of [proposed dates] suits you, simply reply to this letter or write to me at [email address] and I will send a calendar invitation.

Sincerely,

[Sender name]
[Title], AlphaLife Sciences