

{Salutation} {First Name} {Last Name}  
{Position}  
{Company}  
{Address 1}  
{Address 2}  
{Town/City}, {County} {Postcode}

{#Date}

Dear {First Name}

Hope all is going well for you at {Company}. We have always wanted our two businesses to work together, and now I think there may be something for us to look into. I would like to meet you for lunch sometime soon to discuss a project of possible mutual interest. It involves {#Brief description of project#}. I think you'll see how both our companies can be profitable working together.

I will call you next week to set a time for us to meet. See you soon.

Yours sincerely,

{#Username}  
{#Company}