[DATE]

[CONTACT’S NAME]

[STREET ADDRESS]

[CITY, STATE/PROVINCE]

[ZIP CODE]

Dear [MR/MS] [CONTACT’S NAME],

Words are not enough to express how excited I am to meet you. I am excited at the opportunity to discuss the success of our current franchise operations and why we would like to create a new joint venture franchise with you. Not only is this a chance for us to discuss potential benefits but I also look forward to hearing your input on certain areas of the venture.

Just to confirm, we will be meeting on [DATE] at [TIME]. As suggested, your secretary will handle lunch reservations, which I look forward to in addition to our scheduled meeting.

Thank you and I’m very eager to meet you.

Sincerely,

[NAME]

[TITLE]

[COMPANY NAME]

[CONTACT NUMBER]

[EMAIL ADDRESS]