**Business Letter Format about Meeting**

**Company, Inc.**

**123 Alphabet Drive**

**Los Angeles, California 90002**

**15 November 2016**

Ms. Susan Smith

Supervisor of Product Development

Pet Supply Provider, Inc.

472 Canine Road

Los Angeles, California 90002

Dear Ms. Smith:

It was a pleasure meeting you at the conference last week. As we discussed, I sincerely believe that the widget gizmo produced by Company, Inc. can greatly streamline your production process. If you are still willing, I would like to bring some of the key members of my team along with me to meet with you at Pet Supply Provider, Inc. We would like to give you an overview of our services and discuss with you the best plan to suit your needs.

Meeting in person would allow us to fully evaluate your wants and needs. Our team is available to meet any time this week or next. Please let me know, at your earliest convenience, when you would be available.

Cordially,

**Sam Brown**

**Vice President of Company, Inc.**

**555-555-5555**

**s.brown@companyinc.com**