To,

Product Sales Manager
XYZ Company

Subject: Appointment for Meeting

Respected Sir,

I would like to introduce myself, my name is (Insert Name here) and I am (Insert designation here) at (Insert Name of company here) Company, which has been your supplier for the last five years.

Our company has been giving you rates, which are much below the actual market price. We were expecting an increase this year but, the rates are not revised yet.

I would like to schedule a meeting to discuss the matter in further detail as there are many companies offering us a much higher rate than the market price. Please suggest a date and time, which is as per your schedule.

I would be highly appreciated. Thank you very much for your valuable time.

Yours Sincerely

XYZ (Name of Sender)

This particular Request Letter for Meeting Appointment with Manager can assist an individual to customize the letter as per their needs and requirements.