**Formal Letter Email Sample:**

To: (insert recipient address)

From: (your address)

Subject: (give details, keep it short)

Dear Mr/Mrs (insert name),

We were delighted to receive your email concerning (give details) sent on the (enter date) and will be happy to do business with you/help you with your request/work together/discuss this topic further.

It was great to hear from you and hear about your business proposal/request/invitation so we would like to take you up on your offer and arrange a meeting for the (enter date) at our offices/a nearby restaurant/where is easiest for you.

Should you have anymore questions or doubts then please feel free to contact us. We will be awaiting your confirmation for our meeting.

Kind regards,

(enter name)

(enter details)