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[DATE]

[YOUR NAME]

[YOUR ADDRESS]

[EMPLOYER’S NAME]

[EMPLOYER’S ADDRESS]

**Sent by [POST/EMAIL]**

Dear [EMPLOYER’S NAME]

**RE: REQUEST FOR MEETING**

I am writing to request a meeting with you.

I would like to discuss the following issues with you:

[EXPLAIN WHAT YOU WANT TO DISCUSS AT THE MEETING]

Please contact me to arrange a suitable time. I look forward to hearing from you.

Yours faithfully,

[YOUR NAME]

[YOUR PHONE NUMBER]