

[Your Name]
[Your Title/Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Recipient Name]
[Recipient Title]
[Recipient Company Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Request for Introductory Meeting - [Project Name/Property Address]

Dear [Recipient Name],

I am writing to formally introduce myself as the new owner of [Property Address/Project Name]. As we transition into this new phase, I am eager to establish a productive working relationship with your team.

I would like to request an introductory meeting to discuss the current status of the project, upcoming milestones, and our shared expectations moving forward. This will also be an opportunity for us to review existing contracts and any outstanding items requiring immediate attention.

I am available at the following times:

- [Option 1: Date and Time]
- [Option 2: Date and Time]
- [Option 3: Date and Time]

Please let me know if any of these slots work for you, or feel free to suggest an alternative time. We can meet at the project site, your office, or via a digital platform if preferred.

I look forward to meeting you and ensuring the continued success of this project.

Sincerely,

[Your Signature]

[Your Printed Name]