

[Print on *insert Address*]

<<Contact Name>>  
<<Trading/Company Name>>  
<<Address>>  
<<Address>>  
<<Post Code>>

<<Date>>

Dear <<SIR/MADAM>>,

<<From location]>>

With reference to the above, we propose the following points of discussion for inclusion in the agenda:-

1. << >>
2. << >>
3. << >>
4. << >>

I look forward to receiving the draft from you in <<Location and Date>>.

Yours sincerely,

<<Name>>  
<<Title>>

C.C. << >>