

## Scripting for your Joint Venture

Hi Name,

My CEO \_\_\_\_\_ has asked me to schedule a meeting between himself and (ENTER CEO). (NAME/yourself) would like to discuss a possible joint venture between our organisations. He runs the \_\_\_\_\_ and the discussion would be held around this.

(Name's) appointment availability can be found here (enter Time trade link) and 20 minutes should be plenty of time. If no time suits can you please let me know and I will arrange some more times to be made available.

If I don't hear from you I will follow up with a call to make sure you have received this.

Very much looking forward to hearing from you.

Kind regards,

(Name)