**Meeting request from caller to CEO**

Dear (NAME OF CEO),

I hope this e-mail finds you well and enjoying the summer months. It is with my United Way volunteer hat on that I contact you today. We are grateful for (company’s name)’s partnership with UWCI and we’re looking forward to a successful 2017 campaign. I’m wondering if you might have some time in the near future to meet with me about this year’s campaign? Specifically, I’d like to discuss the progress made toward the United Way’s goals for 2020 in Health, Education and Financial Stability as well as discuss the 2017 campaign. I don’t anticipate this meeting taking more than 30 minutes and I’m happy to work around your schedule. Please feel free to invite your organization’s Employee Campaign Chair(s) to this meeting.

I will follow up soon on this e-mail to schedule our meeting. In the meantime; if you have any questions or have a day and time that would work for you, please don’t hesitate to e-mail or call me. Thanks for your support of our community through the United Way.

Warm Regards,

(name)