Dear [Name], ASA

I hope this message finds you well. I am writing to request an official visit to your esteemed organization and to have a brief meeting with any marketing personnel to discuss about our marketing project. Your teams’ insights and expertise would be productive in completing our project.

Please let me know the date and time work for you. I am flexible and willing to adjust to your availability.

If you want any questions or topic in advance we will surely send you to discuss in the meeting.

I look forward to meeting with you and your team and engaging in a productive discussion. Your guidance is greatly appreciated.

Thank you for considering my request. Please confirm your availability, and I can make the necessary arrangements.

Best regards,

[Your Name]

[University Name]

[Your Contact Information]