[Name of Recipient]

[Designation of the Recipient]

Date:

**Subject: Greeting Letter to the Colleague**

Dear Mr. / Mrs. [name of the Recipient],

I know we have been introduced briefly before but since we will be working on the same project from next week, I wanted to let you know that I am excited to be working with an amazing and talented professional such as yourself.

Don’t you think it will be great if we can have lunch or coffee together so that we get to know each other a little better? If you will be available on [mention Day] at [mention Time], please do let me know.

Yours Truly,

[Sender Name]

[Sender Signature]

[Sender Designation]