Strictly Confidential

Napoli, [XX] April, 2024

Attention to

**Secretariat**

Saudi Italian Business Council

*Good morning,*

We are writing to introduce [Your Company Name] to the business delegation visiting Naples from May 12-14. We hope to connect with some of the delegates who might be interested in scheduling a meeting with [Title] [Name] [Last Name], our [Role].

We would appreciate if you help us getting in touch with the delegates active in the sectors of: [Insert only sectors from the list “Industrial Sector Represented” in this document]

We have attached our company profile for your reference. Below, you will also find a brief description of our interest in the Kingdom of Saudi Arabia.

Please don't hesitate to contact us if you need further information.

Best Regards,

[Signature]

**[Name] [Last Name]**

[*Role*]

[Company Name]

**INTERNATIONALIZATION OBJECTIVES AND MEETING TALKING POINTS**

[Insert your text here, ideally remaining within 200 words]

**Meeting Information**

If any member of the Saudi delegation is interested in meeting with us, please consider we are available to:

* [YES/NO] Schedule the meeting in Naples (delegate’s hotel or other place to be agreed)
* [YES/NO] Host the delegate at our headquarters1
  + Distance from Naples city center: [XX] Min

*1: In this case, it would be our pleasure to organize the transfer from and to the delgate’s hotel.*

**Contact person**

Please consider our colleague [Title] [Last Name] at your disposal to discuss the details of our meeting.

* Name: [Name]
* Last Name: [Last Name]
* Role: [Role]
* E-mail: [E-mail]
* Mobile Phone: (+39) [Mobile phone number] (ok Whatsapp)

**Industrial Sectors Represented**

|  |  |
| --- | --- |
| * **Agriculture** * **Food Processing** * **Construction and Related Services**   + *Architecture and Design*   + *Facility management*   + *Lighting*   + *Building Materials*   + *Maintenance*   + *EMS Products (Electrical and Mechanical Systems)* * **Cultural Heritage and Museums** * **Energy**   + *Oil and Gas*   + *Renewables* * **Event Organization** * **Finance**   + *Financial Services* | * **Hospitality**   + *Hotels*   + *Tourism* * **Logistic** * **Petrochemical** * **Pharma and Healthcare** * **Professional Services**   + ICT   + Legal e Consulting * **Real Estate** * **Retail**   + *Food and Beverage*   + *Fashion*   + *Gold and Jewelry* * **Steel** |