

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]

[COMPANY HEADLETTER]

**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 headquarters<sup>1</sup>
  - Distance from Naples city center: [XX] Min

<sup>1</sup>: *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**