

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request an appointment ahead of time for [specific purpose, e.g., a consultation, meeting, etc.]. I would like to discuss [briefly outline the topics you wish to cover].

I am available on the following dates and times:

1. [Date and Time Option 1]
2. [Date and Time Option 2]
3. [Date and Time Option 3]

Please let me know if any of these options work for you or if an alternative date would be more convenient.

Thank you for considering my request. I look forward to your response.

Sincerely,  
[Your Name]