

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's Company/Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a prior arrangement regarding [specific matter or event]. Due to [brief explanation of reason], I believe it would be beneficial for both parties to discuss and establish a mutually agreeable plan.

I would appreciate the opportunity to meet on [suggest a date and time], or [provide alternative dates/times]. Please let me know if this works for you, or if there are other times that would be more convenient.

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

Sincerely,
[Your Name]