

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to request assistance in scheduling a meeting regarding [brief description of the purpose or topic].

I am available on the following dates and times:

- [Date 1, Time 1]
- [Date 2, Time 2]
- [Date 3, Time 3]

Please let me know if any of these options work for you, or if there are other times that would be more convenient. I appreciate your support and look forward to our discussion.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title/Position, if applicable]