

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose a date arrangement for [specific event or meeting] on [preferred date] at [preferred time].

[Additional details or context about the arrangement]

Please let me know if this date works for you or if there are any other arrangements you would prefer.

Looking forward to your reply.

Best regards,

[Your Name]