

[Your Name]  
[Your Position]  
[Your Company/Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[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 request a meeting with you to discuss [briefly state the purpose of the meeting]. I believe that a face-to-face discussion could greatly benefit both parties and help us move forward effectively.

I am available on [provide two or three options for dates and times], but I am more than willing to accommodate your schedule if these do not work for you.

Please let me know your available times, and I will do my best to adjust my schedule accordingly. I look forward to your positive response.

Thank you for your attention.

Best regards,

[Your Name]  
[Your Position]  
[Your Company/Organization]  
[Your Contact Information]