

[Your Name]
[Your Title]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's Company]
[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 meeting to discuss [briefly state the purpose of the meeting, e.g., potential collaboration, project updates, etc.]. I believe that a meeting would be beneficial for [explain briefly why the meeting is important].

I am available on [provide two or three date/time options], but I am more than willing to accommodate your schedule to find a convenient time.

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

Sincerely,

[Your Name]
[Your Title]
[Your Company]