

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my previous request to schedule a meeting to discuss [briefly state the purpose of the meeting].

I understand that your schedule might be busy, and I would be grateful if we could find a convenient time to connect. Please let me know your availability in the coming weeks, and I will do my best to accommodate. Thank you for considering my request. I look forward to your response.

Best regards,

[Your Name]  
[Your Title] (if applicable)  
[Your Company] (if applicable)