

[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 to discuss [briefly state the purpose of the meeting, e.g., a potential collaboration, project updates, etc.].

I believe that a meeting would be beneficial for us to explore [specific topics or points you wish to address].

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 preferred time. I look forward to our conversation and appreciate your consideration.

Thank you for your time.

Sincerely,

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