

[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., "the upcoming project," "potential collaboration," etc.].

I believe a meeting would be beneficial to [mention any relevant reasons or benefits]. I am available on [provide two or three date and time options], but I am more than willing to accommodate your schedule.

Please let me know your availability, and I look forward to your positive response.

Thank you for considering my request.

Sincerely,

[Your Name]  
[Your Position]