

[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],

Subject: Urgent Meeting Request

I hope this message finds you well. I am writing to request an urgent meeting to discuss [briefly state the purpose or issue].

Given the time-sensitive nature of this matter, I would appreciate it if we could schedule a meeting at your earliest convenience. Please let me know your available times, and I will do my best to accommodate.

Thank you for your attention to this urgent request. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]