

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Consultant's Name]
[Consultant's Company]
[Company Address]
[City, State, Zip Code]

Dear [Consultant's Name],

I hope this message finds you well. I am writing to request an appointment for consultant services regarding [specific issue or project]. We believe your expertise in [consultant's area of specialization] would be invaluable to our organization.

We are looking to discuss [briefly outline the purpose of the consultation--e.g., project needs, timelines, any specific concerns]. If possible, I would appreciate the opportunity to meet on [suggest a few dates and times], but I am more than willing to adjust to your availability.

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

Best regards,

[Your Name]
[Your Position]
[Your Company]