

[Your Name]
[Your Position]
[Your Company/Organization]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Consultant's Name]
[Consultant's Company]
[Consultant's Address Line 1]
[Consultant's Address Line 2]
[Consultant's City, State, Zip Code]

Dear [Consultant's Name],

I hope this message finds you well.

I am writing to formally request a meeting to discuss [specific topics or projects]. We believe your expertise in [consultant's area of expertise] would provide valuable insights and guidance.

We would like to propose scheduling the meeting on [suggested date(s) and time(s)], but we are open to accommodating your availability.

Please let us know what works best for you.

Thank you for considering this request. We look forward to your positive response.

Sincerely,

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