

[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 schedule an appointment for a consultation regarding [briefly state the purpose, e.g., business strategy, financial advice, etc.].

I am available on [provide a few dates and times that work for you], but I am willing to adjust according to your availability. Please let me know your preferred date and time, and I will do my best to accommodate.

Thank you for your attention. I look forward to hearing from you soon.

Best regards,

[Your Name]  
[Your Job Title, if applicable]  
[Your Company Name, if applicable]