

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

[Consultant's Name]
[Consultant's Title]
[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 a consultation regarding [specific topic or issue].

I would appreciate the opportunity to discuss [briefly outline your goals or topics you would like to cover] at your earliest convenience.

Please let me know your availability for a meeting. I am flexible with dates and times, and can adjust according to your schedule.

Thank you for your attention, and I look forward to your response.

Sincerely,
[Your Name]