

[Your Name]  
[Your Position]  
[Your Company]  
[Your Email Address]  
[Your Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company]  
[Recipient's Email Address]

Subject: Meeting Request

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a meeting to discuss [briefly state the purpose or topic of the meeting].

**\*\*Proposed Details:\*\***

- **\*\*Date:\*\*** [Propose one or two dates]
- **\*\*Time:\*\*** [Propose time with time zone]
- **\*\*Duration:\*\*** [Estimated duration of the meeting]
- **\*\*Location/Platform:\*\*** [Specify location or online platform link]

Please let me know if the proposed date and time work for you or if there are any other preferences you may have.

CC: [CC Recipient's Name 1], [CC Recipient's Name 2]

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

Best regards,

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