

[Your Name]  
[Your Position]  
[Your Company]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a meeting to discuss [specific topic or purpose of the meeting]. I believe this conversation will be beneficial for both of our organizations.

I am available on [insert two or three options for dates and times], but I am more than willing to accommodate your schedule if those times do not work for you.

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

Best regards,

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