

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

Dear [Recipient's Name],

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

Proposed dates and times:

- [Option 1: Date and Time]
- [Option 2: Date and Time]
- [Option 3: Date and Time]

Please let me know if any of these options work for you, or if you would prefer to suggest an alternative time.

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

Best regards,

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