

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

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

Dear [Recipient's Name],

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

Please let me know your availability for [suggest a few dates/times] or feel free to propose a time that works best for you.

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

Best regards,

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