

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

Dear [Recipient's Name],

I hope this message finds you well. I wanted to follow up regarding my previous request for a meeting to discuss [briefly state the purpose of the meeting].

I believe that a conversation would be mutually beneficial, and I am eager to explore how we can [mention any specific goals or topics].

Please let me know if you are available, and if so, what times work best for you. I am happy to accommodate your schedule.

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

Best regards,

[Your Name]  
[Your Title]  
[Your Company]  
[Your Phone Number]  
[Your Email Address]