

[Your Name]
[Your Position]
[Your Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's 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 with you to discuss [specific topics or purpose of the meeting], which I believe would be mutually beneficial for our organizations.

I propose [suggest two or three possible dates and times], but I am more than willing to accommodate your schedule if these options are not convenient for you.

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

Best regards,

[Your Name]
[Your Position]
[Your Organization]