

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to request a meeting regarding the upcoming Joint Technical Session (JTS) scheduled for [insert date].

The purpose of this meeting would be to discuss [specific topics or objectives you want to address during the meeting]. I believe your expertise and insights will be invaluable to our discussions.

Could we schedule a time to meet on or around [insert proposed dates/times]? I am flexible with the timing and can adjust to fit your availability.

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

Best regards,

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