

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

[Recipient's Name]
[Recipient's Title]

Kaiser Permanente

[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 topic or purpose of the meeting]. I am available on [provide two or three options for dates and times], but I am happy to accommodate your schedule as best as possible. Please let me know if you are available for a meeting, and I will do my best to be flexible with timing. Thank you for considering my request. Looking forward to your response.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Organization, if applicable]