

[Your Name]
[Your Position]
[Your Department]
KTM [Your Company Name]
[Date]

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

Dear [Recipient's Name],

Subject: Request for Meeting

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

Proposed date and time: [Insert date and time]

Duration: [Insert expected duration]

Location: [Insert location or specify if virtual]

Please let me know if the proposed time works for you or suggest an alternative that fits your schedule.

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

Best regards,

[Your Name]

[Your Contact Information]