

****Subject:** Meeting Request: KQKI Discussion**

****[Your Name]****

****[Your Position]****

****[Your Organization]****

****[Your Email Address]****

****[Your Phone Number]****

****[Date]****

****[Recipient's Name]****

****[Recipient's Position]****

****[Recipient's Organization]****

****[Recipient's Email Address]****

Dear [Recipient's Name],

I hope this message finds you well.

****Purpose of the Meeting:****

- Briefly state the purpose of the meeting (e.g., discussing KQKI initiatives, collaboration opportunities, etc.)

****Proposed Date and Time:****

- Suggest one or two options for the meeting date and time.

****Duration of Meeting:****

- Specify the estimated duration of the meeting.

****Location/Platform:****

- Indicate whether the meeting will be held in person or virtually, and provide details accordingly (e.g., meeting room, online platform link).

****Agenda:****

- List main topics to be discussed.

****RSVP:****

- Request confirmation of attendance by a specific date.

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

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]