

[Your Name]
[Your Job Title]
[Your Company]
[Your Email Address]
[Your Phone Number]
[Date]

[Recipient's Name]
[Recipient's Job Title]
[Recipient's Company]

Dear [Recipient's Name],

I hope this message finds you well. I would like to request a one-on-one meeting at your convenience to discuss [briefly state the purpose of the meeting].

Please let me know your available times, and I will do my best to accommodate.

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

Best regards,

[Your Name]