

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose a meeting to discuss [briefly state the purpose of the meeting].

I am available on [provide two or three options for dates and times], but I am happy to adjust according to your schedule. Please let me know your preferred time, and I will do my best to accommodate.

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

Best regards,

[Your Name]
[Your Position]
[Your Company/Organization]