

[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 am writing to formally request a meeting with you to discuss [briefly state the purpose of the meeting]. Your insights and expertise on this matter would be greatly appreciated.

I propose we meet on [suggest a date and time], but I am open to your availability. Please let me know what works best for you.

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

Sincerely,

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