

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

Dear [Recipient's Name],

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

I believe that a face-to-face meeting would be beneficial for us to [mention the specific goals of the meeting]. I am available on [provide two or three options for dates/times], but I would be happy to adjust to your schedule if those do not work.

Please let me know your availability, and I look forward to the opportunity to connect.

Thank you for considering my request.

Best regards,

[Your Name]
[Your Position]
[Your Company]