

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to request a meeting to discuss the upcoming PBJ (Performance-Based Jobs) initiatives.

[Briefly explain the purpose of the meeting and any important topics that will be covered.]

I believe that your insights and expertise would be invaluable to this discussion. I am hoping we could meet on [suggest a date and time], but I am open to any other time that may better suit your schedule.

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

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

Best regards,

[Your Name]  
[Your Position]