

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a scheduling of my upcoming pxn. I would appreciate it if we could arrange a meeting to discuss this at your earliest convenience.

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

Thank you for your attention to this matter. I look forward to your response.

Sincerely,  
[Your Name]