

[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]. We believe that a discussion could be mutually beneficial and help in addressing [state the specific issues or topics].

I propose the following dates and times for our meeting:

- [Option 1: Date & Time]
- [Option 2: Date & Time]
- [Option 3: Date & Time]

Please let me know which option works best for you, or suggest an alternative time that suits your schedule.

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

Best regards,

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