

[Your Name]
[Your Position]
[Your Company/Organization Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company/Organization Name]
[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 or topic of the meeting].

Proposed dates and times for the meeting are [suggest two or three options], but I am open to your availability.

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

Best regards,

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