

[Your Name]
[Your Position]
[Your Company]
[Your Email]
[Your Phone Number]

[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company]
[Recipient's Email]

Dear [Recipient's Name],

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

Proposed dates and times are as follows:

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

Please let me know your availability, and if none of these times work for you, I would be happy to accommodate your schedule.

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

Best regards,

[Your Name]
[Your Position]