

[Your Name]
[Your Title]
[Your Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Recipient 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 [briefly state the purpose of the meeting, e.g., a potential collaboration, project updates, etc.].

I believe that our discussion could be beneficial in [explain the importance or potential outcomes]. I am available on [provide two or three date and time options] but would be happy to adjust to a time that works best for you.

Thank you for considering this request. I look forward to the opportunity to meet and explore how we can work together.

Best regards,

[Your Name]
[Your Title]
[Your Organization]
[Your Phone Number]
[Your Email Address]