

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[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 conference meeting to discuss [specific topic or issue]. I believe that this discussion could provide valuable insights and lead to potential collaboration.

I suggest the following dates and times for your consideration:

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

Please let me know if any of these options work for you or if there's another time that suits your schedule better. I appreciate your attention to this matter and look forward to your reply.

Thank you for considering my request.

Sincerely,

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