

[Your Name]  
[Your Position]  
[Your Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Organization]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Meeting Request for KTTC

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., "upcoming initiatives and collaboration opportunities related to KTTC"].

Proposed Date(s): [Insert date(s) you are suggesting for the meeting]

Proposed Time: [Insert time(s) you are suggesting]

Location: [Insert location or mention if it will be a virtual meeting]

Please let me know if the proposed times work for you or if there are alternative times that you prefer. I look forward to the opportunity to discuss this matter further.

Thank you for considering my request.

Best regards,

[Your Name]  
[Your Position]  
[Your Organization]