

[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 would like to request a meeting to discuss [briefly state the purpose of the meeting].

Proposed dates and times for the meeting are:

- [Date and Time Option 1]
- [Date and Time Option 2]
- [Date and Time Option 3]

Please let me know your availability, and if these times do not work, I would be more than happy to accommodate your schedule.

Looking forward to your response.

Best regards,

[Your Name]
[Your Position]
[Your Company]