

[Your Name]
[Your Position]
[Your Department]
[Your Contact Information]
[Date]

[HOD's Name]
[HOD's Position]
[Department Name]

Dear [HOD's Name],

Subject: Meeting Request

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., project updates, departmental concerns, etc.].

I believe that your insights and guidance would be invaluable as we navigate [mention any relevant details or context].

I am available on [provide two or three options for dates and times], but I am more than willing to accommodate your schedule if these do not work for you.

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

Best regards,

[Your Name]
[Your Position]
[Your Department]