

[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 request a meeting at your convenience to discuss [briefly state the purpose of the meeting]. I believe that [explain the importance or benefit of the meeting]. I am available on [provide a few options for dates and times], but I am more than willing to accommodate your schedule.

Thank you for considering my request. I look forward to the opportunity to meet and discuss this matter further.

Warm regards,

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