

Request for Discussion: Schedule Adjustments

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a meeting to discuss potential adjustments to our current schedule.

Due to [brief explanation of the reason for the request], I believe that a discussion could help us identify a more suitable arrangement that benefits all parties involved.

Could we arrange a time to meet on [suggest two or three possible dates/times]? I appreciate your understanding and look forward to your response.

Thank you for your consideration.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]