

Executive Briefing Scheduling Request

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Company: [Recipient's Company]

Email: [Recipient's Email]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a meeting to discuss [briefly outline the topic or purpose of the briefing]. Given your expertise and role, I believe your insights would be invaluable.

Could we schedule a briefing at your earliest convenience? I am available on the following dates and times: [List available dates and times]. Please let me know if any of these options work for you, or suggest a time that suits your schedule.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email]