

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a meeting to discuss our upcoming workshop on [Workshop Topic]. The aim of this meeting is to outline the agenda, finalize the details, and ensure a successful event.

Would you be available for a meeting on [Proposed Date and Time]? If this is not convenient, please let me know your availability, and I will do my best to accommodate.

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

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]