

Meeting Request

To: [Recipient's Name]

From: [Your Name]

Date: [Date]

Subject: Request for Executive Meeting

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a meeting to discuss [briefly state purpose, e.g., "the upcoming project developments and strategic planning"].

Proposed Date: [Insert preferred date]

Proposed Time: [Insert preferred time]

Duration: [Insert estimated duration]

Location: [Insert location or "to be determined"]

Please let me know if the proposed time works for you or if there are any other times that would be more convenient.

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

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]