

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about scheduling a meeting to discuss [specific topic or purpose of the meeting].

Could you please let me know your availability over the next few weeks? I am flexible with times and can adjust to accommodate your schedule. If you prefer a virtual meeting or in-person, please indicate your preference.

Thank you for your consideration. I look forward to your reply.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]