

# Subject: Request to Arrange a Joint Meeting

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose a joint meeting between our teams to discuss [specific topics or projects]. I believe that collaboration on these matters could lead to mutually beneficial outcomes.

Could we possibly schedule a meeting on [suggest a few dates and times]? 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 Company]

[Your Contact Information]