

# Request for Payment Meeting

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose a meeting to discuss the payment arrangements for [specific project or service].

Please let me know your availability for the following dates and times:

- [Date and Time Option 1]
- [Date and Time Option 2]
- [Date and Time Option 3]

Alternatively, feel free to suggest a time that works best for you. I look forward to our conversation and appreciate your attention to this matter.

Thank you!

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]