

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a one-on-one meeting at your convenience to discuss [briefly state the purpose, e.g., project updates, collaborative opportunities, etc.].

Please let me know your availability over the next week, and I will do my best to accommodate. I appreciate your time and look forward to our discussion.

Thank you!

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]