

Subject: Request for Feedback on Meeting Time

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to schedule a meeting regarding [brief purpose of the meeting]. Your input is invaluable, and I would like to ensure that we find a time that is convenient for everyone involved.

Please let me know your availability for the following proposed times:

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

If none of these options work for you, please feel free to suggest alternative times that better fit your schedule.

Thank you for your attention to this matter. I look forward to our discussion.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]