

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a meeting to discuss a food and nutrition assessment.

The purpose of this meeting is to evaluate our current nutrition programs and to explore potential improvements that can be made to better serve our community. I believe that your expertise in this area would be invaluable.

Could we schedule a meeting at your earliest convenience? I am available on [insert potential dates and times], but I am more than willing to accommodate your schedule.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]