

Dear [Recipient's Name],

I hope this message finds you well. I am writing to organize a follow-up meeting regarding [specific topic] that we discussed on [date of previous meeting].

Could you please let me know your availability for the following proposed times?

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

If none of these times work for you, please suggest a few alternatives, and I would be happy to accommodate.

Thank you, and I look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]