

Dear [Recipient's Name],

I hope this message finds you well. I am writing to schedule a financial planning meeting to discuss your current financial situation and future goals. This meeting will provide us with the opportunity to develop a comprehensive financial strategy tailored to your needs.

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]

If none of these options work for you, feel free to suggest alternative dates and times that suit your schedule.

Looking forward to our conversation.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]