

Meeting Request

Date: [Insert Date]

To: [Executive Board Member's Name]

From: [Your Name]

Subject: Request for Meeting

Dear [Executive Board Member's Name],

I hope this message finds you well. I am writing to request a meeting to discuss [specific topics or agenda items]. Your insights and leadership are invaluable, and I believe your input would be greatly beneficial in this matter.

Proposed dates and times for the meeting are as follows:

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

Please let me know your availability, or feel free to suggest an alternative time that is more convenient for you.

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]