

Subject: Follow-Up on Meeting Request

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my previous request for a meeting regarding [specific topic or purpose]. I understand that you have a busy schedule, but I believe that our discussion could be mutually beneficial.

If it is convenient for you, I would appreciate any updates on your availability. I am flexible with timings and can adjust to a slot that works for you.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]