

Dear [Recipient's Name],

I hope this message finds you well. I would like to schedule a financial review meeting to discuss our current financial status, upcoming budgets, and any necessary adjustments for the next quarter.

Proposed Dates and Times:

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

Please let me know your availability, or feel free to suggest a different time that works for you.

Thank you for your attention to this matter. I look forward to our discussion.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]