

# Executive Meeting Time Proposal

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Proposal for Executive Meeting Time

Dear [Recipient's Name],

I hope this message finds you well. I would like to propose a time for our upcoming executive meeting to discuss [insert topics or agenda].

Proposed dates and times:

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

Please let me know your availability for the proposed times or suggest alternatives if these do not work for you. I appreciate your cooperation and look forward to our discussions.

Thank you.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]