

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a one-on-one meeting with you to discuss [specific reason for the meeting, e.g., my progress on the current project, feedback on my performance, etc.].

I believe that a discussion would greatly benefit my understanding and direction, and I am keen to hear your insights and advice.

Could we possibly schedule a time that works for you in the coming weeks? I am flexible with my availability and can adjust to accommodate your schedule.

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

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]