

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Recipient's Name  
Recipient's Title  
Company Name  
Company Address  
City, State, Zip Code

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a meeting with you to discuss [briefly state the purpose of the meeting].

Given your expertise in [mention relevant area], I believe that a discussion could be mutually beneficial and would greatly appreciate your insights.

Could we schedule a meeting at your convenience? I am available on [provide two or three date and time options], but I am happy to accommodate your schedule as necessary.

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

Sincerely,  
[Your Name]