

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Recipient's Company]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request the arrangement of a strategy meeting to discuss [briefly state the purpose of the meeting, e.g., "our upcoming project" or "ways to improve our collaboration"].

I believe that a dedicated meeting will provide us the opportunity to align our goals and craft a comprehensive plan moving forward. I am looking at potential dates and times for the meeting and would appreciate your input on your availability.

Please let me know your available times, and I will do my best to accommodate. Thank you for considering this request. I look forward to your positive response.

Best regards,
[Your Name]
[Your Position]
[Your Company]