

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a consultation meeting with you at your earliest convenience. The purpose of this meeting is to discuss [briefly state the reason for the meeting, e.g., potential collaboration, advice on a project, etc.].

I believe that your expertise in [specific area or field] would be invaluable, and I look forward to your insights and guidance on this matter.

Please let me know your availability in the coming weeks, and I will do my best to accommodate your schedule. Thank you for considering my request. I look forward to your positive response.

Sincerely,
Your Name