

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a technical consultation appointment regarding [briefly explain the topic or issue you wish to discuss]. Given your expertise in [mention their area of expertise], I believe your insights would be invaluable in addressing my queries.

I am available for a meeting on [provide two or three options for dates and times], but I am more than willing to accommodate your schedule if those times are not convenient.

Thank you for considering my request. I look forward to the opportunity to speak with you.

Sincerely,
[Your Name]