

Conference Call Request

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Request for Conference Call

Dear [Recipient's Name],

I hope this message finds you well. I would like to schedule a conference call to discuss [briefly state the purpose of the call].

Please let me know your availability for the following proposed dates and times:

- [Date & Time Option 1]
- [Date & Time Option 2]
- [Date & Time Option 3]

If none of these options work for you, please feel free to suggest an alternative date and time.

Thank you for your consideration. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]