

Executive Meeting Request for Budget Review

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Request for Executive Meeting to Review Budget

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an executive meeting to discuss the upcoming budget review. Given the importance of this matter, I believe it would be beneficial for us to convene and address the key areas that require our attention.

Proposed Agenda:

- Review of current budget allocations
- Assessment of financial performance
- Discussion of potential adjustments and opportunities
- Setting priorities for the upcoming fiscal period

Please let me know your availability for this meeting in the coming weeks. I look forward to your response.

Thank you for your attention to this important matter.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]