

Executive Meeting Request

Date: [Insert Date]

To: [Client's Name]

From: [Your Name]

Subject: Request for Executive Meeting: Client Feedback Session

Dear [Client's Name],

I hope this message finds you well. We would like to schedule an executive meeting to discuss the feedback regarding our recent collaboration. Your insights are invaluable to us, and we believe that a dedicated session will allow us to address any concerns and explore opportunities for further improvement.

Please let us know your available times for the week of [Insert Week]. We are flexible and will do our best to accommodate your schedule.

Thank you for your time and consideration. We look forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]