

# Executive Meeting Request

**To:** [Recipient's Name]

**From:** [Your Name]

**Date:** [Insert Date]

**Subject:** Request for Meeting to Discuss Performance Analysis

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a meeting with you and the executive team to discuss the recent performance analysis of our [specific department/project]. Given the importance of our objectives and overall strategy, your insights and feedback will be invaluable.

**Proposed Agenda:**

- Overview of current performance metrics
- Discussion of challenges and opportunities
- Strategic recommendations moving forward

**Proposed Dates and Times:**

- [Date 1] at [Time]
- [Date 2] at [Time]
- [Date 3] at [Time]

Please let me know your availability for the proposed dates or suggest a time that works better for you.

Thank you for considering my request. I look forward to our discussion.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]