

Subject: Request for Executive Meeting - Team Alignment

Dear [Executive's Name],

I hope this message finds you well. I am writing to request a meeting with you to discuss key alignment strategies for our team as we move forward with our current projects.

Proposed Agenda:

- Project Updates
- Team Roles and Responsibilities
- Strategic Goals for Q4
- Challenges and Opportunities

Proposed Dates and Times:

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

Thank you for considering this request. I believe your insights will greatly benefit our team's alignment and overall success. Please let me know your availability, and I will do my best to accommodate.

Best Regards,

[Your Name]

[Your Position]

[Your Contact Information]