

Technology Proposal Presentation Scheduling Request

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Request to Schedule Technology Proposal Presentation

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a meeting to present a technology proposal that I believe would significantly benefit [Company/Organization Name]. The proposal focuses on [briefly describe the proposal topic or technology].

Could we schedule a time to discuss this further? I am available on the following dates and times:

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

Please let me know if any of these options work for you, or suggest an alternative time that would be more convenient.

Thank you for considering this request. I look forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]