

Subject: Scheduling a Meeting for Student Tutor Engagement

Dear [Tutor's Name],

I hope this message finds you well. I am reaching out to schedule a meeting for our student tutor engagement initiative. We believe your experience will greatly benefit our students.

Could you please let me know your availability for the following dates and times?

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

If these options do not work for you, please feel free to suggest alternative times that might suit your schedule better.

Thank you for your support, and I look forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Institution]

[Your Contact Information]