

Meeting Request

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to schedule a virtual meeting to discuss [specific topic or project] at your earliest convenience.

Could you please let me know your available time slots for the week of [insert dates]? I believe a 30-minute meeting would be sufficient for us to cover all necessary points.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]