

Subject: Request for Contractor Client Review Meeting

Dear [Client's Name],

I hope this message finds you well. We would like to schedule a review meeting to discuss the progress of our ongoing project and address any concerns you may have. Your feedback is invaluable to us, and we want to ensure we are meeting your expectations.

Could you please let us know your availability for a meeting in the coming week? We are flexible and can adjust to a time that works best for you.

Thank you for your attention to this matter. We look forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]