

Subject: Request for a Formal Meeting

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a meeting to discuss [briefly state the purpose of the meeting].

Proposed Dates and Times:

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

Please let me know your availability for the proposed dates, or suggest an alternative that works better for you. I believe this meeting will be beneficial for [state the significance of the meeting].

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]