

## **Subject: Request for One-on-One Meeting**

Dear [Recipient's Name],

I hope this message finds you well. I would like to request a one-on-one meeting with you to discuss [specific topics or goals you wish to address].

Could you please let me know your availability for this meeting? I am flexible with timings and can adjust to fit your schedule.

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

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]