

Proposal Discussion Appointment

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Appointment Request for Proposal Discussion

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a meeting to discuss the proposal regarding [briefly describe the proposal]. I believe that a discussion on this matter could be beneficial for both parties.

Could we schedule a meeting at your convenience? I am available on [provide two or three options for dates and times], but I am more than willing to adjust to your schedule.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]