

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a meeting to discuss budgeting assistance for [specific project or initiative]. As we prepare for the upcoming [mention the budget period], I believe your expertise would be invaluable in ensuring we allocate our resources effectively.

Please let me know your availability in the coming weeks so we can arrange a convenient time to meet. I appreciate your consideration and look forward to your response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]