

Sample Inquiry Letter for Virtual Meeting Schedule Arrangement

[Your Name]

[Your Position/Title]

[Your Company/Organization]

[Your Email Address]

[Date]

[Recipient's Name]

[Recipient's Position/Title]

[Recipient's Company/Organization]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about your availability for a virtual meeting to discuss [briefly state the purpose or topic of the meeting, e.g., our ongoing project collaboration].

To facilitate the coordination, I would like to propose the following dates and times for the meeting:

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

Please let me know if any of these options are convenient for you or, if not, kindly suggest alternative dates and times that suit your schedule.

The meeting will be conducted via [preferred virtual meeting platform, e.g., Zoom, Microsoft Teams]. If you have any preferences regarding the platform, please let me know.

I appreciate your attention to this request and look forward to your response.

Best regards,

[Your Name]