

Sample Inquiry Letter: Requesting Meeting Schedule Availability

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about your availability for a meeting to discuss [briefly state the purpose, e.g., "our ongoing project collaboration" or "potential partnership opportunities"]. Your insights and expertise would be invaluable to our discussion, and I am eager to connect at a time that is convenient for you.

May I kindly ask you to share your available dates and times in the coming days or weeks? I am flexible and will do my best to accommodate your schedule. If you prefer, please suggest an alternative that works best for you.

Thank you very much for your time and consideration. I look forward to your reply and to the opportunity to meet with you.

Best regards,

[Your Name]

[Your Position/Organization, if applicable]

[Your Contact Information]