

Formal Inquiry Letter Template for Proposed Meeting Time

[Your Name]
[Your Position]
[Your Company/Organization]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Recipient's Company/Organization]
[Recipient's Address]
[City, State, ZIP Code]

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 of the meeting, e.g., our upcoming project collaboration, recent developments, potential partnership, etc.].

I would like to propose the following dates and times for our meeting:

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

Please let me know if any of these options are convenient for you. If not, I would be grateful if you could suggest alternative dates and times that would better suit your schedule.

I look forward to your response and appreciate your attention to this matter. Thank you for considering this request. If you have any questions or require further information, please do not hesitate to contact me.

Yours sincerely,
[Your Name]