

## Sample Inquiry Letter Requesting Meeting with Department Manager

[Your Name]  
[Your Position]  
[Your Department/Organization]  
[Your Email Address]  
[Your Phone Number]  
[Date]

[Manager's Name]  
[Manager's Position]  
[Department Name]  
[Company/Organization Name]

Dear [Manager's Name],

I am writing to formally request a meeting with you to discuss [briefly state the purpose, e.g., "recent project updates and seek your guidance on upcoming departmental initiatives"]. I believe your insights and experience would be extremely valuable as we address these important matters.

If possible, I would appreciate the opportunity to meet [suggest preferred dates and times, e.g., "sometime next week, preferably on Tuesday or Thursday afternoon"], but I am flexible and willing to adjust to your schedule as needed.

Please let me know your availability, and I will do my best to accommodate. Should you require any additional information prior to our meeting, feel free to contact me at [your phone number] or [your email address].

Thank you very much for your time and consideration. I look forward to your response.

Sincerely,  
[Your Name]