

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

[Recipient's Name]
[Recipient's Position/Title]
[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 discuss our upcoming meeting regarding [state the purpose or topic of the meeting, e.g., "the new project collaboration" or "quarterly performance review"]. In order to ensure that all relevant parties can participate, I would like to coordinate a date and time that works best for you.

Could you kindly let me know your preferred dates and times for our meeting within the next two weeks? I am flexible and will do my best to accommodate your schedule.

Please feel free to suggest any additional topics you would like to address during our discussion. If more convenient, I am also open to alternative meeting formats such as a video conference or phone call.

Thank you very much for your cooperation. I look forward to your response and to confirming a suitable meeting time.

Best regards,
[Your Name]