Subject: Meeting Request

Dear Ms. Smith,

I hope this email finds you well. I am writing to request a meeting with you regarding our upcoming project. I believe it would be beneficial for us to discuss the project in more detail and to address any concerns or questions that we may have.

I suggest we meet next Wednesday, June 2nd, at 10:00 am, in your office. If this time is not convenient for you, please let me know and we can arrange another time that works for both of us.

Please let me know if you have any questions or if there is anything else I can provide in preparation for our meeting.

Thank you for your attention to this matter.

Best regards,

John Doe

Project Manager

ABC Company

johndoe@abccompany.com

555-123-4567