**REQUEST FOR MEETING TIME**

Dear Mr. James Green,

Hope to find you good. Thank you very much for your generous contribution towards our cause.

As per our discussion in LUMS dated 13-2-20XX, I would like to arrange a meeting in 2nd week of March regarding Financial Issues in our organization and I hope you will surely spare some time from your busy schedule and let me confirm the meeting date. Currently, I am going abroad and in first week of March, I will be back. Your cooperation in this regard will be highly obliged.

Waiting to hear a positive response from you.

Best Regards,

Taylor Stephen.

Vice President  
Care Foundation.