**TO SCHEDULE A MEETING WITH SOMEONE YOU KNOW**

**[Subject line]**

Dear **[Mr./Ms. Last Name]**,

I am writing to schedule a meeting to [write what the purpose of your meeting is]. If the time works for you, I would like to meet at **[time]** on **[date]** at **[place]**.

Please confirm whether that works for you or if another time and place is better. I look forward to our meeting.

Thank you,  
**[Your name]**