(Your Name)  
(Your Address)  
(Your Contact Information)

(Date)

(Recipients Name)  
(Recipients Address)  
(Recipients Contact Information)

(RE: Request a Meeting)

(Dear Recipient Name: )

This letter is in response to your departments call for input regarding the new office management proposal. I am writing to request a meeting with yourself and your team in regards to this proposal, and offer my requested input.

I will be in town on business, from (Date) to (Date), during such time I’ll be more than happy to meet with you and your staff, to make the contributions you requested. Three members of my team will be accompanying me to the meeting: Jason Bartel, Kelly Amis, and Fred Connelly.

I look forward to hearing from you. If you have any questions or concerns, please feel free to contact me at (Personal Contact Information), at your earliest convenience.

Sincerely,  
(Your Signature)  
(Date)