

Meeting Request Email Format

Subject: Request to Meet for Discussion of Upcoming Event

Dear Mark,

This email is to confirm whether you will be available on the coming [mention Day] at [mention Time]. If so, then I would like to have a meeting with you to discuss some important details related to the upcoming [mention Event Name].

If you agree, we can meet at your favorite spot, [mention Location], on the afore-mentioned day and time. Please confirm to me if you can spare some time for this meeting.

I will be looking forward to meeting you soon.

Sincerely,

Alex Snow

[Contact Details]