

Meeting Request Email Sample to Manager

Subject: Meeting Request to Discuss Departmental Problems

Dear Sir,

I know you have been quite busy for a very long time as the past few months were quite hectic. However, I would like to request you to grant me some time for a meeting. I would like to discuss some major problems in the Sales Department. I know that it is not easy for you to spare some time from your busy schedule but I think these problems now require your attention.

I believe it would be great if we could meet up at some place outside and discuss these issues over a cup of coffee. Whatever time, day, and place suits you the best, please just make sure to inform me at least two days before the meeting.

I hope that you will consider my request and meet me as soon as possible. I will be looking forward to seeing you soon.

Sincerely,

John Goldman

[Sender Designation]

[Contact Details]