

Subject: Request for Meeting

Dear Harry,

I hope this message finds you well.

I would like to schedule a meeting with you to [briefly state the purpose – e.g., discuss our ongoing project / explore a potential collaboration / review the recent updates]. Please let me know your availability over the next few days so we can arrange a suitable time.

The meeting shouldn't take more than 50 minutes, and I'll make sure to keep it focused and productive.

Looking forward to your response.

Best regards,
Mr.ABC
Software Engineer