January 24, 2013

Dear :

Upon researching **,** your knowledge on the subject is critical to my project of designing [**project**] so I would like to meet with you to further my research. I am available to meet at. Your earliest convenient time will work for me.

The main pieces of knowledge I will need from you include [information]. Some of the questions I will ask include but are not limited to:

* [**question**]
* [**question**]
* [**question**]

I would appreciate any help you can provide by sending me [**items**] in print form if available.

Please let me know by end of business day if you are available to meet [**timeframe**] at [**location**] one of our meetings in the next few months. Thank you for your efforts, I will schedule the meeting upon your reply and look forward to meeting with you.

Sincerely,