

I am going to be in [[Name of city visiting]] in [[Date or time before visit]]. I would like to [[Trip purpose: visit, appointment, etc.]].

It would be most convenient for me to stop by sometime in the [[Visit time: morning or afternoon]] on [[Date of visit]]. Would [[Suggested time of visit]] o'clock be convenient for you? I would like to spend [[Length of meeting]] talking with you about [[Subject of meeting]].

Please let me know if this will be convenient for you. If this fits your schedule, no need to call me—I will call to confirm the appointment a few days before I arrive.

Thanks. I am looking forward to meeting with you.