

# Email Writing Format

**Subject:** Meeting Request for Project Update

**Dear Ms. Johnson,**

I hope this email finds you well.

I am writing to request a meeting to discuss the progress of the ABC Project. I believe it would be beneficial to review our current status, address any challenges, and plan the next steps to ensure we meet our deadlines.

Could we schedule a meeting sometime next week? Please let me know your availability, and I will do my best to accommodate.

Thank you for your time, and I look forward to our discussion.

Best regards,

John Doe

Project Manager

XYZ Company

johndoe@xyzcompany.com

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