

# Sample Email to CEO for Requesting a Meeting

**Subject: Proposal for Streamlining Remote Work Processes -  
Request for a Meeting**

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Dear Mr. Johnson,

As the Project Manager for the remote work initiative, I propose a brief meeting to discuss a new strategy aimed at streamlining our remote work processes. This plan directly supports our company's transition to more flexible work arrangements and could significantly improve our remote team's productivity.

Would it be possible to schedule a 30-minute meeting on Thursday next week to go over the details? I am flexible with timings and can adjust to suit your schedule.

Looking forward to the possibility of discussing this with you.

Best regards,  
**Emily Carter**  
Project Manager

# Email Sample Meeting Request To Ceo

**Patrick Vollmar**



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