

Urgent Meeting Request Email

Subject: URGENT - Meeting Required: [Issue Description]

Dear [Recipient's Name],

I need to request an urgent meeting to address [specific issue/problem] that requires immediate attention. The situation has [brief description of urgency] and needs our prompt action to prevent [potential consequences].

Key points to discuss:

- Current status and impact assessment
- Immediate action items
- Resource allocation and responsibilities
- Timeline for resolution
- Risk mitigation strategies

Given the urgency, I would appreciate if we could meet as soon as possible. I am available:

- Today after [time]
- Tomorrow at [time]
- [Any other immediate availability]

This meeting should take approximately [duration]. I can come to your office or we can arrange a conference call with all stakeholders.

Please let me know your earliest availability so we can address this matter promptly.

Thank you for your immediate attention to this request.

Regards,

[Your Name]

[Your Title]

[Direct Phone Number]

Get more templates here: <https://www.lettersandtemplates.com/letters/meeting-request-letter>