

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Doctor's Office Name]
[Office Address]
[City, State, Zip Code]

Dear [Receptionist's Name or "To Whom It May Concern"],
I hope this message finds you well. I am writing to schedule a medical appointment for [Your Name] for [reason for visit, e.g., a routine check-up, specific issue, etc.].

I would like to request an appointment on any of the following dates and times, if available:

1. [Date and Time Option 1]
2. [Date and Time Option 2]
3. [Date and Time Option 3]

Please let me know which of these options works best, or if there are any other available slots.

Thank you for your assistance. I look forward to your reply.

Sincerely,

[Your Name]

[Your Health Insurance Information, if applicable]