

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Doctor's Name]
[Doctor's Office or Clinic Name]
[Office Address]
[City, State, Zip Code]

Dear [Doctor's Name or 'Dear Reception Team'],
I hope this letter finds you well. I am writing to request an appointment
for [specific reason or check-up, e.g., "a routine check-up" or "to
discuss my recent health concerns"].

I am available on the following dates and times:

- [Option 1: Date and Time]
- [Option 2: Date and Time]
- [Option 3: Date and Time]

Please let me know which date works best for the doctor's schedule.

Thank you for your assistance.

Sincerely,
[Your Name]