

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

Dear [Doctor's Name/Receptionist's Name],

I hope this message finds you well. I am writing to request an appointment for a consultation with Dr. [Doctor's Last Name] at your office.

I would appreciate it if you could schedule me for a visit at your earliest convenience. My availability is [insert your available days and times].

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

Sincerely,
[Your Name]