

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Healthcare Provider's Name]
[Clinic/Hospital Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request an appointment for a health consultation. I would like to discuss [briefly state the reason for the appointment, e.g., routine check-up, specific health concerns].

Please let me know your available dates and times, as I would like to schedule the appointment at your earliest convenience.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]