

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

Dear [Doctor's Name],

I am writing to request an appointment for a consultation regarding [briefly state the reason for the appointment, e.g., a health concern, routine check-up, etc.]. I would appreciate your earliest available time slot and am flexible with dates and times.

Please let me know the available options. You can reach me at [your phone number] or [your email address]. Thank you for your assistance.

Sincerely,
[Your Name]