

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

Dear [Doctor's Name],

I hope this letter finds you well. I am writing to request an appointment for a consultation regarding [specific reason for the appointment, e.g., a routine check-up, symptoms, etc.].

I am available on the following dates and times:

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

Please let me know if any of these options work for you, or if there are other times that you would recommend.

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

Sincerely,  
[Your Name]