

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

Dear [Doctor's Name or Receptionist's Name],
I hope this message finds you well. I am writing to request an appointment for a medical consultation. I would appreciate it if you could let me know your availability in the coming weeks. Please let me know if there are any specific forms or information you need from me prior to the appointment. Thank you for your attention to this matter. I look forward to your response.
Sincerely,
[Your Name]