

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

Dear Dr. [Doctor's Last Name],

I hope this letter finds you well. I am writing to request an appointment for a consultation regarding [briefly state the reason, e.g., a persistent cough, annual check-up, etc.].

I would appreciate an appointment at your earliest convenience. Please let me know your available dates and times.

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

Sincerely,  
[Your Name]