

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[ Dentist's Name]  
[Dental Practice Name]  
[Practice Address]  
[City, State, ZIP Code]

Dear [Dentist's Name or Office Manager's Name],  
I hope this message finds you well. I would like to schedule an appointment for a dental check-up and cleaning.

Preferred dates and times:

1. [Date & Time Option 1]
2. [Date & Time Option 2]
3. [Date & Time Option 3]

If these options are not available, please suggest an alternative date and time.

Thank you for your assistance. I look forward to your reply.

Sincerely,  
[Your Name]