

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

Dear [Doctor's Name/Receptionist],

I hope this message finds you well. I am writing to request an appointment for a medical consultation.

I would like to discuss [briefly explain the reason for the appointment, e.g., a health concern, routine check-up, etc.]. I am available on the following dates and times:

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

Please let me know if any of these options work for you or if there is another time that would be more suitable.

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

Sincerely,
[Your Name]