

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

Dear [Doctor's Name or "Scheduling Department"],  
I hope this letter finds you well. I am writing to request an urgent appointment due to [briefly explain the medical issue, e.g., severe symptoms, recent diagnosis, etc.]. Given the nature of my condition, I would greatly appreciate if you could accommodate my request for an appointment at your earliest convenience.

I am available on [provide several dates and times you are available], but I can also adjust my schedule if necessary to make this appointment happen sooner.

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

Sincerely,  
[Your Name]