

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Title]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to schedule an appointment regarding my Do Not Resuscitate (DNR) order. Please let me know your available times so we can discuss the necessary details and complete the process.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,  
[Your Name]