

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

[Recipient Name]
[Recipient Title]
[Organization Name]
[Organization Address]
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Request for DNR Appointment

I hope this letter finds you well. I am writing to formally request an appointment regarding the completion of a Do Not Resuscitate (DNR) order for my [relation, e.g., parent, spouse].

Please let me know your available dates and times for this appointment, as I am eager to ensure that all necessary documents are prepared and understood.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]