

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Doctor's Name]  
[Clinic or Hospital Name]  
[Address]  
[City, State, ZIP Code]

Dear [Doctor's Name],

I hope this message finds you well. I am writing to request an appointment for a consultation regarding [briefly state the reason, e.g., "my ongoing health concerns" or "a recent medical issue"].

I would appreciate it if you could provide me with available dates and times for the appointment. My schedule is flexible, and I am willing to accommodate your availability.

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

Sincerely,

[Your Name]  
[Your Contact Information]