

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

Dear [Doctor's Name],

I hope this message finds you well. I am writing to schedule an appointment for my child, [Child's Name], who is [Child's Age] years old. We would like to discuss [specific concerns or issues, if any] and ensure [he/she/they] is up to date with [his/her/their] vaccinations and check-ups.

Please let me know your available dates and times. We are flexible and can accommodate your schedule as needed.

Thank you for your attention. I look forward to hearing from you soon.

Sincerely,  
[Your Name]