

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

Dear [Doctor's Name or Office Manager],  
I hope this message finds you well. I am writing to request an early appointment with Dr. [Doctor's Name] due to [briefly explain your reason, e.g., a medical concern that requires prompt attention].  
I understand that your schedule can be quite busy, but if there is any way to accommodate an earlier appointment, it would be greatly appreciated. I am available on [insert your preferred dates and times], but I can be flexible to fit into the earliest available slot.  
Thank you for considering my request. I look forward to your prompt response.  
Sincerely,  
[Your Name]