

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

Dear [Doctor's Name],

I hope this letter finds you well. I am writing to request an appointment with you for a consultation regarding [briefly describe your medical issue or specialty needed, e.g., a skin condition, heart concerns, etc.]. I have been experiencing [provide a brief description of your symptoms or concerns, if applicable] and believe your expertise in [specific specialty] would be beneficial.

Please let me know your available times for an appointment. I am flexible and can be reached at [Your Phone Number] or [Your Email Address] for scheduling.

Thank you for your attention to my request. I look forward to your response.

Sincerely,  
[Your Name]