

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Doctor's Name]
[Doctor's Office 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 for a check-up/consultation regarding [specific health issue or general wellness check]. I would prefer an appointment on [insert preferred dates and times], but I am willing to accommodate your schedule.

Please let me know if those dates work or if there are other available times. I appreciate your attention to my health and look forward to hearing from you soon.

Thank you very much.

Sincerely,

[Your Name]