

[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 [brief description of the issue, e.g., routine check-up, specific symptoms, etc.].

I would greatly appreciate it if you could accommodate me on [suggest a couple of dates and times], but I am willing to adjust to your availability.

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

Sincerely,
[Your Name]