

[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 or Office Staff],  
I hope this message finds you well. I would like to schedule an appointment with [Doctor's Name] for [reason for appointment, e.g., a routine check-up, consultation, etc.].

I am available on the following dates and times:

- [Option 1: Date and Time]
- [Option 2: Date and Time]
- [Option 3: Date and Time]

Please let me know if any of these options work or if there are alternative times available. I appreciate your assistance and look forward to your response.

Thank you!

Sincerely,

[Your Name]