

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Doctor's Name or Medical Facility Name]
[Facility Address]
[City, State, Zip Code]

Dear [Doctor's Name or "Appointment Coordinator"],
I hope this message finds you well. I am writing to request an appointment for a medical check-up.

****Patient Information:****

- ****Name:**** [Your Name]
- ****Date of Birth:**** [Your DOB]
- ****Contact Number:**** [Your Phone Number]

I would appreciate it if you could schedule an appointment at your earliest convenience. My availability is as follows:

- [List your available dates and times]

Please let me know if any of these times work for you, or if there are alternative dates you can accommodate.

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

Sincerely,
[Your Name]