

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

[Recipient's Name]
[Recipient's Title]
[Medical Facility Name]
[Facility Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an appointment for a medical examination. Due to [briefly explain reason, e.g., health concerns, annual check-up], I believe it is important for me to undergo a comprehensive assessment.

I would appreciate it if you could provide me with available dates and times for this examination. I am flexible with my schedule and can adjust to your availability.

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

Sincerely,
[Your Name]