

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Doctor's Name]  
[Doctor's Clinic/Hospital Name]  
[Clinic/Hospital Address]  
[City, State, Zip Code]

Dear [Doctor's Name],

I hope this letter finds you well. I am writing to formally request an appointment to see you regarding [briefly describe your medical concern or reason for visit].

My medical history includes [any relevant medical history, if applicable]. I believe that your expertise will be beneficial in addressing my concerns.

Please let me know your availability for an appointment. I am willing to accommodate your schedule as best as I can.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]