

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

[Doctor's Name]
[Office/Clinic Name]
[Office Address]
[City, State, Zip Code]

Dear [Doctor's Name],

I hope this letter finds you well. I am writing to request an appointment with you at your earliest convenience.

[Briefly explain the reason for your visit, e.g., a regular check-up, specific health concern, etc.]

Please let me know your available dates and times. I am looking forward to your response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]