

[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 Manager's Name],
I hope this message finds you well. I am writing to request an urgent appointment with [Doctor's Name] due to [briefly explain reason for urgency, e.g., worsening symptoms, recent diagnosis, etc.].
I would appreciate any available slots at your earliest convenience, as it is important for me to address this matter promptly. Please let me know if there are any forms or additional information you require prior to the appointment.

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

Sincerely,
[Your Name]