

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

Dear [Doctor's Name or Receptionist's Name],
I hope this message finds you well. I am writing to request an appointment with [Doctor's Name] for a [brief description of the reason, e.g., general check-up, specific concern, etc.].
I am available on [provide two or three available dates and times], but please let me know if another time would work better for your schedule.
Thank you for your assistance. I look forward to your response.
Sincerely,
[Your Name]