

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

Dear Dr. [Doctor's Last Name],
I hope this message finds you well. I am writing to request an appointment for a consultation regarding [briefly state the reason for the appointment].

I am available on the following dates and times:

- [Date 1]
- [Date 2]
- [Date 3]

Please let me know if any of these work for your schedule or if there are other times you would prefer.

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

Sincerely,
[Your Name]