

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

Dear [Physician's Name],

I hope this message finds you well. I am writing to request an appointment for a consultation regarding [briefly state the reason or issue].

I would appreciate it if you could let me know your available dates and times at your earliest convenience.

Thank you for your attention to this matter. I look forward to hearing from you soon.

Sincerely,
[Your Name]