

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

Dear [Physician's Name],

I hope this message finds you well. I am writing to inquire about the possibility of scheduling an appointment to see you regarding [briefly state your reason, e.g., a specific health concern, routine check-up]. I would appreciate any information on your availability and the process for becoming a patient at your practice. Additionally, please let me know if there are any forms or documentation I should prepare in advance of our meeting.

Thank you for your time and assistance. I look forward to your response.

Sincerely,  
[Your Name]