

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about scheduling an appointment for an EKG. Could you please provide me with the available dates and any necessary instructions I may need prior to the appointment?

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]