

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

Dear [Recipient Name],

I hope this message finds you well.

I am writing to kindly request an appointment for an EKG at your facility. Due to [brief explanation of reason, e.g., "some recent health concerns"], my doctor has advised that I undergo this procedure at your convenience.

If possible, I would appreciate any available dates and times over the next few weeks. I am flexible and can adjust my schedule to accommodate the openings you may have.

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

Warm regards,

[Your Name]