

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request an appointment for an Electrocardiogram (EKG) at your facility.

Due to [brief explanation of reason for the EKG, e.g., recent health concerns, routine check-up, etc.], I believe it is essential to undergo this test to ensure my heart health is monitored effectively.

I am available on [provide a few date and time options], but I am more than willing to accommodate your schedule to secure an appointment at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Title/Position, if applicable]