

[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 inquire about scheduling an appointment for an EKG (electrocardiogram) at your facility.

I would appreciate any available information regarding the appointment process, including available dates, times, and if there are any specific preparations I need to follow prior to the test.

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

Sincerely,

[Your Name]