

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Optometry Clinic Name]
[Clinic 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 eye examination.

Please let me know your available dates and times. I am looking for an appointment at your earliest convenience, if possible.

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

Sincerely,
[Your Name]