

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Doctor's Name]
[Eye Doctor's Office Name]
[Office Address]
[City, State, Zip Code]

Dear [Doctor's Name],

I hope this letter finds you well. I am writing to confirm my appointment scheduled for [Date and Time] at your office. I am looking forward to discussing my eye health concerns and any necessary examinations or treatments.

Please let me know if there are any forms I need to complete or information I should bring along for my visit.

Thank you for your attention, and I look forward to seeing you soon.

Sincerely,

[Your Name]