

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient's Name/Office]
[Office/Clinic Name]
[Office Address]
[City, State, Zip Code]

Dear [Recipient's Name or "Eye Care Professional"],
I hope this letter finds you well. I am writing to request an appointment for an eye examination at your office.

Due to [brief reason for the examination, e.g., vision changes, regular check-up], I believe it is important to have my eyes evaluated. I would appreciate it if you could let me know your available dates and times for an appointment.

Thank you for your assistance. I look forward to hearing from you soon.

Warm regards,

[Your Name]
[Your Phone Number]