

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Optometry Office Name]
[Office Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to schedule a vision check appointment for myself [or "for my child, (Child's Name)"] at your office.

Please let me know your available dates and times. I would appreciate any preparation instructions or forms I may need to complete prior to the appointment.

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

Best regards,

[Your Name]

[Your Signature (if sending a hard copy)]