

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Optometrist's Name]  
[Optometry Clinic Name]  
[Clinic Address]  
[City, State, Zip Code]

Dear [Optometrist's Name],

I hope this letter finds you well. I am writing to schedule my annual eye checkup. My last appointment was on [Date of Last Appointment], and I would like to ensure that my vision remains in good health.

Please let me know your available dates and times for an appointment. I appreciate your assistance and look forward to hearing from you soon.

Thank you!

Sincerely,

[Your Name]