

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Doctor's Name]  
[Doctor's Clinic/Hospital Name]  
[Clinic/Hospital Address]  
[City, State, Zip Code]

Dear [Doctor's Name],

I hope this letter finds you well. I am writing to request an appointment for a comprehensive eye examination.

I have been experiencing [briefly describe any symptoms or concerns you have, e.g., blurred vision, eye strain, etc.], and I believe a thorough eye exam is necessary to assess my vision and overall eye health.

Please let me know your availability for an appointment. I am flexible with dates and times and can adjust to what works best for your schedule. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,  
[Your Name]