

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Practice/Clinic Name]
[Practice/Clinic Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request an appointment for a comprehensive eye examination. It has been [insert time since last examination] since my last check-up, and I believe it is time for a thorough evaluation of my eye health.

I would appreciate it if you could provide me with available dates and times for an appointment at your earliest convenience.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]