

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

Dear [Eye Doctor's Name or Front Desk Staff],  
I hope this message finds you well. I am writing to request an eye exam appointment at your clinic.

I am available for an appointment on the following dates and times:

- [Option 1: Date and Time]
- [Option 2: Date and Time]
- [Option 3: Date and Time]

Please let me know if any of these options work for you, or if there are other available times that I can consider.

Thank you for your attention to this matter. I look forward to hearing from you soon.

Sincerely,  
[Your Name]