

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Eye Clinic Name]
[Clinic Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request an appointment for an eye examination at your clinic. I would appreciate it if you could provide me with available dates and times for the exam.

Please let me know if there are any forms or information I need to provide ahead of the appointment. I look forward to your prompt response.

Thank you for your assistance.

Sincerely,
[Your Name]