

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

[Optometrist's Name or Eye Clinic Name]
[Clinic Address]
[City, State, ZIP Code]

Dear [Optometrist's Name or "Eye Clinic Staff"],
I hope this message finds you well. I am writing to request an appointment for an eye check-up at your clinic.

Please let me know your availability for the following days:

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

If none of these times work, I am open to other suggestions.

Thank you for your assistance. I look forward to hearing from you soon.

Best regards,

[Your Name]