

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

Dear [Receptionist's Name or "To Whom It May Concern"],
I am writing to schedule an eye check appointment. I would like to have my vision evaluated and discuss any concerns I may have regarding my eyesight.

Please let me know your available dates and times. I am looking to have the appointment within the next few weeks if possible.

Thank you for your assistance, and I look forward to your prompt response.

Sincerely,
[Your Name]