

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

Dear [Eye Doctor's Name or "Receptionist"],  
I hope this message finds you well. I am writing to request an  
appointment for an eye examination.

**\*\*Preferred Dates/Times:\*\***

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

Please let me know which time works best for you.

Thank you for your assistance. I look forward to your reply.

Sincerely,  
[Your Name]