

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Eye Care Provider's Name]  
[Eye Care Provider's Office]  
[Office Address]  
[City, State, Zip Code]

Dear [Eye Care Provider's Name],

I hope this message finds you well. I am writing to request an appointment for an eye exam. I would like to schedule a visit at your earliest convenience.

Please let me know the available dates and times so that I can plan accordingly.

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

Sincerely,

[Your Name]