

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

[Recipient Name]
[Recipient's Title]
[Recipient's Organization/Company]
[Organization/Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an eye examination at your facility. Due to [brief reason for the request, e.g., recent vision changes, routine check-up, etc.], I believe it is important to have my eyesight professionally assessed.

Please let me know the available dates and times for scheduling the appointment. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention.

Sincerely,

[Your Name]
[Your Job Title, if applicable]