

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

Dear [Eye Care Provider's Name],

I hope this letter finds you well. I am writing to schedule an eye exam at your office. I would like to ensure my vision is up to par and discuss any concerns I may have regarding my eye health.

Please let me know your available dates and times for an appointment. My preferred days are [insert your preferred days], but I am willing to accommodate your schedule as needed.

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

Warm regards,

[Your Name]