

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Eye Clinic/Office Name]
[Clinic Address]
[City, State, Zip Code]

Dear [Recipient's Name or "Eye Clinic Staff"],
I hope this message finds you well. I am writing to request an
appointment for an eye examination at your clinic.
Please let me know your availability for the following dates and times:
[Propose 2-3 dates/times that work for you]
If these options are not convenient, I would appreciate any alternative
dates you could offer.
Thank you for your assistance. I look forward to your response.
Warm regards,
[Your Name]