

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Clinic or Hospital Name]
[Clinic or Hospital Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request an appointment for an eye examination. Due to [mention any specific issues or the reason for the appointment], I believe it is important to have my eyes evaluated at your clinic.

I would appreciate it if you could let me know the available dates and times for an appointment. I am generally available [mention your available days/times], but I am willing to adjust my schedule as needed to accommodate an opening.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,
[Your Name]