

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Optometrist's Name or Eye Clinic's Name]  
[Clinic's Address]  
[City, State, Zip Code]

Dear [Optometrist's Name or "Scheduling Department"],  
I hope this message finds you well. I would like to request an  
appointment for an eye exam at your earliest convenience. Please let me  
know the available dates and times.

Thank you for your assistance.

Sincerely,  
[Your Name]