

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Doctor's Name]
[Clinic/Hospital Name]
[Clinic/Hospital Address]
[City, State, Zip Code]

Dear [Doctor's Name],

I hope this message finds you well. I am writing to request an appointment for an eye checkup at your clinic. I have been experiencing [briefly describe any symptoms or concerns, if applicable] and believe it is important to have my vision checked.

Please let me know your available dates and times for an appointment. I appreciate your assistance and look forward to your response.

Thank you very much.

Sincerely,

[Your Name]