

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Eye Care Clinic/Hospital Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request an appointment for an eye exam at your clinic. I would appreciate it if you could provide me with available dates and times.

If possible, I would prefer an appointment on [insert preferred date(s)], but I am willing to be flexible with my schedule.

Thank you for your assistance. I look forward to hearing from you soon.

Sincerely,
[Your Name]