

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Eye Care Provider's Name]
[Eye Care Facility Name]
[Facility Address]
[City, State, Zip Code]

Dear [Eye Care Provider's Name],

I hope this letter finds you well. I am writing to request an eye exam appointment for myself/[mention relationship if applicable, e.g., my child, spouse].

Due to [briefly explain reason for the eye exam request, e.g., changes in vision, routine check-up, specific symptoms], I believe it is important to undergo a comprehensive eye examination.

Please let me know your available dates and times for the appointment, and I will do my best to accommodate. If there are any forms or information I should bring to the exam, kindly inform me in advance.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]