

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request an appointment for an eye examination.

Due to [briefly state any specific concerns or reasons for the exam, e.g., experiencing blurred vision, eye discomfort, etc.], I believe it is essential to undergo a comprehensive evaluation of my eye health.

Please let me know available dates and times for the examination at your earliest convenience. I am looking forward to receiving your confirmation and am eager to address my eye health concerns.

Thank you for your attention to this matter.

Sincerely,
[Your Name]