

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

Dear [Recipient's Name],

I am writing to request an appointment for an eye test. I would like to have my vision assessed due to [brief reason for the request, e.g., "experiencing difficulty seeing clearly" or "it's been over a year since my last exam"].

Please let me know your availability in the coming weeks. I am flexible with dates and times, and I can be reached at [your phone number] or [your email address] to confirm an appointment.

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

Sincerely,  
[Your Name]