

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]
[Optometrist's Name]
[Eye Clinic's Name]
[Clinic's Address]
[City, State, Zip Code]

Dear [Optometrist's Name],

I hope this message finds you well. I am writing to request an appointment for an eye exam at your clinic. I have been experiencing [briefly describe any symptoms or concerns, if applicable], and I believe it would be beneficial to have a professional evaluation. Please let me know your available dates and times, and I will do my best to accommodate.

Thank you for your attention to this matter. I look forward to hearing from you soon.

Sincerely,
[Your Name]