

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title/Position]  
[Institution/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request an appointment for a comprehensive eye examination at your clinic.

Due to [briefly explain reason, e.g., experiencing vision changes, family history of eye conditions, etc.], I believe it is important to have my eyes evaluated by a professional.

Please let me know the available dates and times for the examination. I appreciate your assistance and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]