

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Clinic/Organization Name]
[Clinic 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. I have noticed some changes in my vision and would appreciate a professional evaluation.

Please let me know the available dates and times for scheduling the exam.

I am flexible and can adjust my availability accordingly.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]