

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request an appointment for an eye exam. I would like to ensure my vision is up to date and address any concerns I may have regarding my eye health.

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]