

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Optometrist's Name]
[Optometry Clinic Name]
[Clinic Address]
[City, State, Zip Code]

Dear [Optometrist's Name],

I hope this letter finds you well. I am writing to request an appointment for a comprehensive eye examination.

Due to [briefly mention reason, e.g., recent vision changes, discomfort, or routine check-up], I believe it is important to have my eyes examined at your earliest convenience.

Please let me know available dates and times for an appointment. I am willing to adjust my schedule accordingly.

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

Sincerely,
[Your Name]