

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

Dear Dr. [Doctor's Last Name],

I hope this message finds you well. I am writing to request an appointment for an eye examination. I have been experiencing some vision changes and would appreciate your expert evaluation.

Please let me know your availability for the exam at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]