

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

Dear [Doctor's Name or "Appointment Scheduler"],
I hope this message finds you well. I am writing to inquire about scheduling an appointment with Dr. [Doctor's Last Name] for a consultation regarding [briefly state the purpose, e.g., a specific health issue, routine check-up].
Could you please provide me with available dates and times for an appointment? I would appreciate any information regarding the necessary preparations or documentation I need to bring along.
Thank you for your assistance. I look forward to your prompt response.
Sincerely,
[Your Name]