

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

Dear [Doctor's Name or Receptionist],  
I hope this message finds you well. I am writing to request an appointment with Dr. [Doctor's Last Name] for a routine check-up/concern regarding [specific reason or symptoms, if necessary].

I am available on the following dates and times:

- [Option 1: Date and time]
- [Option 2: Date and time]
- [Option 3: Date and time]

If none of these options are suitable, please let me know alternative dates and times that are available.

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

Sincerely,  
[Your Name]