

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

Dear [Doctor's Name/Receptionist],
I hope this message finds you well. I am writing to request an appointment with [Doctor's Name] for a consultation regarding [briefly describe the reason for the appointment, e.g., a health concern, check-up, etc.].

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 of other available times. I would appreciate your assistance in scheduling this appointment at your earliest convenience.

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

Sincerely,
[Your Name]