

[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 or "Receptionist/Appointment Coordinator"],  
I am writing to request an appointment with [Doctor's Name] for a  
consultation. I would like to discuss [briefly state reason for  
appointment, e.g., "my recent health concerns"].  
Please let me know your available dates and times. I am flexible and can  
adjust my schedule as needed.  
Thank you for your assistance. I look forward to your prompt response.  
Sincerely,  
[Your Name]