

[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 Office Staff],

I hope this message finds you well. I am writing to request an appointment with [Doctor's Name] for a medical consultation.

I would appreciate it if you could let me know the available dates and times for an appointment. I am generally available on [provide your available days and times], but I can be flexible to accommodate the schedule.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]