

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

Dear [Doctor's Name or Receptionist's Name],
I hope this message finds you well. I am writing to schedule an appointment for a dental check-up.

Preferred Appointment Dates/Times:

1. [Option 1: Date and Time]
2. [Option 2: Date and Time]
3. [Option 3: Date and Time]

Please let me know if any of these options are available, or if there are other times that would work better.

Thank you for your attention. I look forward to hearing from you soon.

Sincerely,
[Your Name]