

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

Dear [Doctor's Name],

I hope this letter finds you well. I am writing to schedule an appointment as a new patient at your practice. I would like to discuss my health concerns and get to know more about your approach to care.

For your reference, here are my details:

- Full Name: [Your Name]
- Date of Birth: [Your Date of Birth]
- Insurance Information: [Your Insurance Provider]
- Brief Medical History: [A short summary of relevant medical history]

Please let me know your available dates and times for an appointment. I am looking forward to the opportunity to work together towards my health goals.

Thank you for your attention.

Sincerely,
[Your Name]