

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

Dear [Doctor's Name],

I hope this message finds you well. I am writing to request an appointment for my child, [Child's Name], who is [Child's Age] years old. We would like to discuss [briefly mention any specific concerns or reasons for the appointment].

Please let us know your available dates and times for the appointment. We are flexible and can work around your schedule.

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

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Relationship to Child]