

[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's Name],
I hope this message finds you well. I am writing to request an appointment with [Doctor's Name] at your office for a consultation. I am experiencing [briefly describe your symptoms or reason for the appointment], and I believe it would be beneficial to discuss this with a medical professional.

I am available on [provide two or three options for dates and times], but I am willing to accommodate your schedule as best as I can.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]