

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

Dear [Doctor's Name or "Telehealth Team"],
I hope this message finds you well. I am writing to schedule a telehealth appointment with you regarding [briefly state the purpose of the appointment, e.g., a follow-up on previous treatment, an evaluation of symptoms, etc.].

I am available on [provide two or three date and time options], but I am willing to adjust to your schedule if those times are not convenient. Please let me know if any additional information is required prior to the appointment. I look forward to your prompt response.

Thank you for your attention.

Sincerely,
[Your Name]