

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

Dear [Doctor's Name or "Dr. Last Name"],

I hope this message finds you well. I am writing to request an appointment for a medical consultation. I am experiencing [briefly describe symptoms or reason for visit, e.g., persistent headaches, annual check-up, etc.], and I would like to discuss this with you at your earliest convenience.

Please let me know your available times, and I will do my best to accommodate. I appreciate your attention to this matter and look forward to your prompt response.

Thank you very much.

Sincerely,

[Your Name]