

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

Dear [Doctor's Name or Office Staff],
I hope this message finds you well. I would like to schedule an appointment with [Doctor's Name] for a consultation regarding [briefly state the reason, e.g., a health concern, regular check-up, etc.]. Please let me know the available dates and times. I am flexible with my schedule and can adjust accordingly.
Thank you for your assistance.
Sincerely,
[Your Name]