

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

Dear [Doctor's Name],

I hope this message finds you well. I am writing to formally request an appointment for the extraction of my intrauterine device (IUD).

I have been using the IUD for [duration], and while it has served its purpose, I feel it is time for me to have it removed. My decision is based on [briefly explain reason, e.g., personal choice, family planning, health concerns].

I would appreciate it if we could schedule a convenient time for the procedure. Please let me know your availability in the coming weeks. Thank you for your attention to this matter. I look forward to your response.

Sincerely,
[Your Name]