

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request an appointment for an IUD insertion at your clinic. I would like to discuss my options and schedule a time that is convenient for both of us.

Please let me know the available dates and times for this appointment. I am looking forward to your response.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]