

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the appointment for the intrauterine device (IUD) insertion procedure. After discussing my options with you during our last appointment, I believe that this is the best contraceptive method for my needs.

I would appreciate it if you could provide me with the next steps regarding the procedure, including any necessary pre-appointment preparations or instructions I need to follow. Additionally, please let me know if there are any forms or paperwork I need to complete prior to the appointment.

Thank you for your assistance, and I look forward to hearing back from you soon.

Best regards,

[Your Name]

[Your Signature (if sending a hard copy)]