

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Clinic/Hospital Name]  
[Clinic/Hospital Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to express my interest in pursuing In Vitro Fertilization (IVF) treatment at [Clinic/Hospital Name]. After careful consideration and discussions with my partner, we believe that IVF may be the best option for us in our journey to conceive.

We would like to schedule an initial consultation to discuss the IVF process, including any necessary evaluations and potential next steps.

Please let us know your availability in the coming weeks.

Thank you for your assistance and support. We look forward to your reply.

Sincerely,

[Your Name]

[Your Partner's Name] (if applicable)