

[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 schedule an appointment to discuss potential IVF treatment options.

My name is [Your Name], and I have been struggling with [briefly describe your fertility issues or reasons for seeking IVF]. I believe that your expertise in this area could greatly assist me in understanding the process and what steps might be appropriate for my situation.

I am available for an appointment on [provide two or three options for dates and times], but I am more than willing to accommodate your schedule if those times do not work.

Thank you for your attention to my request. I look forward to hearing from you soon.

Sincerely,

[Your Name]