

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Medical Office/Hospital Name]
[Office Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a follow-up appointment regarding my recent [condition/issue] discussed during my last visit on [date of last appointment].

I would appreciate the opportunity to discuss my progress and any further steps necessary for my treatment. Please let me know your available times, and I will do my best to accommodate.

Thank you for your attention to this matter. I look forward to hearing from you soon.

Sincerely,
[Your Name]