

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

Kaiser Permanente

[Office Address]
[City, State, Zip Code]

Dear [Specialist's Name or "Scheduling Department"],
I hope this letter finds you well. I am writing to request an appointment with [Specialist's Name or Specialty, e.g., a cardiologist] for a consultation regarding [briefly describe your concern or reason for the appointment, e.g., ongoing chest pain].

My member information is as follows:

- Member ID: [Your Member ID]
- Date of Birth: [Your Date of Birth]

I would appreciate any available openings in the coming weeks and am flexible with the dates and times. Please let me know what dates are available for the appointment.

Thank you for your assistance. I look forward to your prompt reply.

Sincerely,

[Your Name]
[Your Member ID]
[Your Phone Number]