

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

Dear [Temple Coordinator's Name],

I hope this letter finds you well. I am writing to request an appointment at the [Temple Name] for [specific purpose, e.g., ordinances, sealing].

I would like to schedule my appointment for [preferred date and time]. If this date is not available, I am flexible and willing to work with you to find a suitable time.

Please let me know if there are any specific requirements or documentation needed for my visit.

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

Sincerely,

[Your Name]
[Your Membership Number, if applicable]