

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

[Date]  
[Recipient's Name]  
[Title]  
[Facility Name]  
[Facility Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request urgent care services through MHS Genesis for [specific medical issue or reason for urgent care].

[Briefly explain the situation or symptoms you are experiencing, including duration and any relevant medical history.]

Given the nature of my condition, I believe it is imperative to receive timely medical attention. I would appreciate it if you could facilitate an appointment at your earliest convenience.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Service Number or Health Record Number, if applicable]