

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

[Recipient's Name]

QD Medical

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request an appointment for [specific reason, e.g., a consultation, medical advice, etc.] at QD Medical.

I am available on [provide two or three options for dates and times] but can be flexible to accommodate your schedule. Please let me know what works best for you.

Thank you for your attention to my request. I look forward to your prompt response.

Sincerely,

[Your Name]