

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

[Veterinary Clinic Name]
[Veterinary Clinic Address]
[City, State, Zip Code]

Dear [Veterinarian's Name or Clinic Staff],

I am writing to request a vaccination appointment for my Shih Tzu, [Dog's Name], who is due for their [specific vaccines needed, e.g., rabies, parvovirus, etc.].

[Dog's Name] is [Dog's Age] years old and is up to date with their previous vaccinations. I want to ensure that they remain healthy and protected.

Please let me know the available dates and times for the appointment. You can reach me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,
[Your Name]