

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

[Recipient Name]
[Clinic/Hospital Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to schedule an ultrasound appointment for [specific purpose, e.g., routine check-up, pregnancy, etc.].

Please let me know the available dates and times for the ultrasound. I am flexible with my schedule, but if possible, I would prefer an appointment on [suggest a specific date or period].

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

Sincerely,
[Your Name]