

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Clinic/Hospital Name]
[Clinic/Hospital Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about scheduling an appointment for an ultrasound examination.

Could you please provide me with the available dates and times for the ultrasound? Additionally, I would appreciate any information regarding preparation requirements and costs associated with the procedure.

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

Sincerely,

[Your Name]
[Your Contact Information]