

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

[Recipient's Name]
[Medical Facility Name]
[Facility Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request an appointment for an ultrasound at your facility.

I would appreciate it if you could schedule my appointment on [preferred date] if possible, or provide alternative dates that are available.

Please let me know what information or documentation you may need from me prior to the appointment.

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

Sincerely,
[Your Name]