

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request urgent medical assistance for [Patient's Name], who is experiencing [brief description of the medical condition/situation].

Given the severity of the situation, it is crucial that [he/she/they] receives immediate evaluation and treatment. [Include any relevant medical history, symptoms, or details that highlight the urgency.]

I kindly ask for your prompt attention to this matter and would appreciate any assistance you can provide in facilitating an appointment or necessary intervention.

Thank you for your understanding and support. I look forward to your swift response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]