

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

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

Dear [Recipient's Name],

Subject: Request for Rapid Medical Service

I hope this letter finds you well. I am writing to formally request expedited medical services for [briefly describe the medical issue or condition], which has become increasingly urgent.

I have been experiencing [provide details about symptoms or concerns], and normal scheduling waits could potentially worsen my condition. Given the nature of my situation, I would greatly appreciate your assistance in obtaining a rapid appointment or any other form of expedited care available.

Attached are relevant medical records and documentation that may assist in expediting this process. Please let me know if further information is needed.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]