

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Doctor's Name]
[Medical Office/Clinic Name]
[Office Address]
[City, State, Zip Code]

Dear [Doctor's Name/Office Staff],

I hope this message finds you well. I am writing to request an urgent appointment with [Doctor's Name] due to [briefly explain the reason, e.g., worsening symptoms, recent health issues]. Given the nature of my condition, I believe it is important to address this matter as soon as possible.

Could you please let me know the earliest available dates and times for an appointment? I am more than willing to accommodate your schedule to ensure I can receive the care I need.

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

Sincerely,
[Your Name]