

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Doctor's Name]
[Medical Practice or Hospital Name]
[Address]
[City, State, Zip Code]

Dear [Doctor's Name/Receptionist's Name],
I hope this message finds you well. I am writing to urgently request an appointment with [Doctor's Name/Specialist's Title] due to [briefly explain the medical issue or concern, e.g., experiencing severe symptoms, ongoing pain, etc.].

Given the nature of my condition, I would greatly appreciate it if you could accommodate me at the earliest possible time. I am available [provide your availability, e.g., specific dates and times], but I am willing to adjust my schedule to meet any openings you may have.

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

Sincerely,
[Your Name]