

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

Dear [Doctor's Name or Office Manager's Name],  
I hope this message finds you well. I am writing to request an urgent appointment with [Doctor's Name] due to [briefly explain the medical issue or concern, e.g., "a sudden increase in symptoms related to my condition"].

Given the nature of my situation, I would greatly appreciate it if you could accommodate me at your earliest convenience. Please let me know if any openings are available in the coming days.

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

Sincerely,  
[Your Name]