

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

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to request an urgent medical appointment due to [brief description of the medical issue or reason for urgency]. I have been experiencing [specific symptoms or concerns] that require immediate attention from a healthcare professional.

I would appreciate it if you could schedule an appointment at your earliest convenience. Please let me know of any available times, and I will do my best to accommodate.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]