

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Clinic/Hospital Name]
[Clinic/Hospital Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my intent to schedule an appointment for oxygen therapy. After conducting research and consulting with my healthcare provider, I believe that this treatment could significantly benefit my health condition.

Please let me know the available dates and times for the appointment. I am looking forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,
[Your Name]