

Formal Doctor Appointment Request Letter Template

Subject: Request for Doctor Appointment on [Date]

Dear Dr. [Doctor's Name],

I am writing to request an appointment with you on [Date] at your earliest convenience. The purpose of this visit is [reason, e.g., regular check-up, consultation for a medical issue].

Kindly confirm the appointment at your earliest convenience. I will ensure to bring all necessary medical records.

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Contact Information]

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