

Request for Medical Appointment

Subject: Request for Medical Appointment

Dear [Doctor's Name/Clinic Name],

I am writing to request an appointment with you at your earliest convenience. I have been experiencing [briefly describe symptoms or health concern] and would appreciate your professional evaluation and guidance.

I am available on [list specific days and times], but I am happy to work around your schedule if these times are not suitable. Please let me know what dates and times are available for an appointment.

If you require any medical records or information prior to the appointment, please inform me and I will ensure these are provided promptly.

Thank you for your attention to this matter. I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Contact Information]

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