

Hearing Assessment Appointment Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

To Whom It May Concern,

I am writing to request an appointment for a hearing assessment for myself/[Name of the person needing assessment], who is [age/relationship to you]. We have been experiencing [brief description of hearing issues], and I believe it is essential to get a professional evaluation.

Please let me know your available dates and times for the assessment. We are flexible with our scheduling and would appreciate the earliest available appointment.

Thank you for your attention to this matter. I look forward to your prompt reply.

Sincerely,

[Your Name]