

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

Recipient's Name  
Dental Office Name  
Office Address  
City, State, Zip Code

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an appointment for a dental cleaning at your office. I would appreciate it if you could provide me with available dates and times.

Please feel free to contact me at [your phone number] or [your email address] to confirm the appointment or if you require any additional information.

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

Sincerely,  
[Your Name]