

# **Request for Virtual Genetic Counseling Appointment**

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Clinic/Organization Name]

[Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a virtual genetic counseling appointment for myself (and my family, if applicable). Due to [briefly explain the reason, e.g., family history of genetic disorders, personal health concerns], I believe that genetic counseling would provide valuable insight and guidance regarding my situation.

I would appreciate it if you could let me know the available dates and times for a virtual appointment. Additionally, please inform me of any necessary documents or information I should prepare in advance.

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

Sincerely,

[Your Name]

[Your Contact Information]