

Request for Appointment

Date: [Insert Date]

Dr. [ENT Specialist's Name]

[Clinic/Hospital Name]

[Address]

Dear Dr. [Last Name],

I hope this message finds you well. I am writing to request a meeting with you to discuss my ongoing ear, nose, and throat concerns. I would appreciate the opportunity to consult with you regarding my symptoms and possible treatment options.

Please let me know your available times, and I will do my best to accommodate your schedule. Thank you for your attention to this matter, and I look forward to your response.

Sincerely,

[Your Name]

[Your Contact Information]