

Request for ENT Checkup Appointment

Date: [Insert Date]

To,

[Doctor's Name]

[Clinic/Hospital Name]

[Address]

[City, State, Zip Code]

Dear [Doctor's Name],

I hope this message finds you well. I am writing to request an appointment for a consultation regarding an ENT checkup. I have been experiencing [briefly describe symptoms, e.g., persistent ear pain, difficulty hearing, etc.], and I would like to discuss these issues with you at your earliest convenience.

Please let me know your available dates and times for an appointment. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Address]