

Appointment Request for ENT Evaluation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Dear [ENT Specialist's Name],

I am writing to request an appointment for an Ear, Nose, and Throat (ENT) evaluation. I have been experiencing [briefly describe symptoms or reasons for evaluation] and believe it would be beneficial to consult with you regarding my condition.

Please let me know your available times for the appointment. I am flexible with dates and times but would prefer [insert your preferred days/times].

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

Sincerely,

[Your Name]