

Medical Appointment Request

Date: [Insert Date]

Recipient Name
Recipient Title
Clinic/Hospital Name
Address Line 1
Address Line 2
City, State, ZIP

Dear [Recipient Name],

I hope this message finds you well. I am writing to request an appointment for a medical consultation regarding [brief description of the medical concern, e.g., "persistent headaches"]. I would appreciate the opportunity to discuss my health issues and explore potential treatment options.

My availability is as follows:

- [Insert Date and Time Option 1]
- [Insert Date and Time Option 2]
- [Insert Date and Time Option 3]

Please let me know if any of these times are convenient for you, or if there are alternative dates I should consider.

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

Sincerely,

[Your Name]
[Your Address]
[City, State, ZIP]
[Your Phone Number]
[Your Email Address]