

# Request for Health Screening Scheduling Assistance

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Date]

[Recipient's Name]  
[Company/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your assistance in scheduling a health screening appointment. Due to [brief explanation of your circumstances, if necessary], I would appreciate your guidance in finding an appropriate time for this important health check.

It is essential for me to complete this screening at the earliest possible convenience, and I would be grateful if you could provide me with the available dates and times. Additionally, if there are any requirements or documentation needed in advance, please let me know.

Thank you very much for your assistance. I look forward to your prompt reply.

Sincerely,  
[Your Name]