

# Appointment Request for Social Service Consultation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request an appointment for a consultation regarding social services that may be available to me/my family. Due to [briefly explain your situation or needs], I believe that your expertise would greatly assist us in navigating these issues.

Please let me know your available dates and times for a meeting. I am flexible and can adjust to accommodate your schedule.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]