Intake Appointment Request

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Date]

To Whom It May Concern,

I am writing to request an intake appointment for social services. I am in need of assistance due to [briefly explain your situation].

Could you please provide me with available dates and times for an appointment? I am flexible and can adjust to the schedule that works best for your team.

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

Sincerely,

[Your Name]