

Subject: Request for Expedited Follow-Up Health Check Appointment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Healthcare Facility Name]

[Facility Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an expedited follow-up appointment for my health check, originally scheduled for [original appointment date]. Due to [briefly explain your reason, e.g., concerning symptoms or changes in health], I believe it is essential to address my health status promptly.

I would greatly appreciate it if you could assist in rescheduling my appointment to an earlier date. I am available on [provide your availability]. Please let me know if this can be accommodated.

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

Sincerely,

[Your Name]