

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Healthcare Provider's Name]

[Healthcare Provider's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a follow-up health check appointment as I would like to ensure that my health remains on track following my last visit on [date of last appointment].

If possible, I would appreciate it if we could schedule the appointment at your earliest convenience. Please let me know your available dates and times.

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

Sincerely,

[Your Name]