

Health Check-Up Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Clinic or Hospital Name]

[Clinic or Hospital Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a health check-up appointment at your facility. I would like to ensure that my health is being monitored and managed effectively.

Could you please provide me with available dates and times for the check-up? I am looking forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]