

Subject: Inquiry About Medical Appointment Availability

Dear [Doctor's Office/Receptionist's Name],

I hope this message finds you well. I am writing to inquire about the availability of medical appointments with [Doctor's Name] in the coming weeks. I am looking to schedule an appointment for [specific reason, e.g., a routine check-up, consultation, etc.].

Could you please provide me with the available dates and times? I am flexible and can adjust my schedule if needed.

Thank you for your assistance. I look forward to your reply.

Best regards,

[Your Name]

[Your Contact Information]