

Subject: Inquiry About Psychiatric Evaluation Appointment Availability

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the availability of appointments for a psychiatric evaluation at your facility. I am interested in scheduling an evaluation at your earliest convenience, as it is an important step in addressing my mental health needs.

Could you please provide me with information regarding your available dates and any necessary forms I need to complete prior to the appointment?

Thank you for your assistance. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Contact Information]

[Your Address]