**EMAIL TEMPLATE**

### REQUEST FOR APPOINTMENT LETTER FOR CHECK-UP

From:  
Mr. Roger Gerry  
87, Mall Avenues  
4676, Midland Lane,

To,  
Dr. Edwin Wilson,

Head Optician  
Oland University hospital  
Oland YYU 5657

13 May, 20XX

**Subject: Request for cardiac check-up appointment**

Dear Dr. Wilson

I am writing this to request an appointment to be seen by you in the Oland University hospital. I have been suffering with minor chest pain since last month. I have consulted with my regular physician. However, I am currently not satisfied with the treatment. He has suggested me to fix an appointment with you as he is suspecting some serious cardiac problem.

I am facing a lot of problem nowadays; you are my hope. I am now just interested in knowing what is the underlying problem to my regular chest pain. Kindly provide me some time as I am very much concern. Though I know there is a long waiting list, your positive reply in the form of a recent appointment is anticipated.

Thank you in advance for consideration.

Yours faithfully,

Roger Gerry