To,

[Name of Recipient]

[Address of Recipient]

[Hospital or Clinic Name]

Date:

**Subject: Appointment Letter to Doctor**

Dear Dr. [name of the Recipient],

I am writing this letter to request an appointment with you on [mention day and date]. Since last 3 days, I have been facing a lot of stomach issues. I have consulted with my family doctor and he has referred me to you.

It will be very kind of you if you could provide me the appointment that I requested on the said day and date. I will be bringing all my test results and prescribed medication so that you will be able to thoroughly analyze my condition.

Please inform me of my appointment by contacting through the given below contact details.

Thanking you.

Yours Sincerely,

[Sender Name]

[Sender Signature]

[Sender Contact Details]