

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]

BNP Lab

[Lab Address]
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Service Request

I hope this letter finds you well. I am writing to formally request [specific service or test] from BNP Lab for [brief explanation of reason/purpose, e.g., health monitoring, research purposes].

The details of my request are as follows:

- **Patient Name:** [Your Name or Patient's Name]
- **Date of Birth:** [Patient's DOB]
- **Test Required:** [Specific test name]
- **Preferred Date for Testing:** [Desired date]
- **Additional Information:** [Any relevant medical history or information]

Please let me know if you need any further information to process this request. I would appreciate a confirmation of receipt and details regarding the next steps.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]