

[Your Name]
[Your Title]
[Your Institution/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's Institution/Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to inform you about the recent diagnosis of Chronic Kidney Disease (CKD) for [Patient's Name] who has been under my care. Following a comprehensive assessment including [list any relevant tests or evaluations], we have determined that the patient is currently in [specify stage of CKD, if applicable] stage of CKD.

As part of the management plan, we recommend [outline treatment options, lifestyle changes, or referrals necessary]. It is crucial for [Patient's Name] to implement these recommendations to monitor and potentially slow the progression of the disease.

I am enclosing a copy of the medical report and lab results for your review. Please feel free to reach out if you require further information or wish to discuss the management plan.

Thank you for your attention to this matter.

Best regards,

[Your Name]
[Your Title]
[Your Institution/Organization]