

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

Dear [Recipient Name],

I am writing to formally inform you of my recent diagnosis of chronic kidney disease (CKD) as per the medical evaluation conducted on [Date of Diagnosis]. After a series of tests including [list any relevant tests, e.g., blood tests, urine tests, imaging studies], my healthcare provider, [Doctor's Name], has confirmed that I am in [specific stage of CKD, e.g., stage 2 CKD].

In light of this diagnosis, I am committed to following the recommended management plan which includes [briefly outline treatment plan, e.g., dietary changes, medications, regular monitoring]. I understand the importance of adhering to the prescribed regimen to manage my condition effectively.

Please update my medical records accordingly and let me know if any further information is required. I appreciate your assistance and support during this time.

Thank you for your attention to this matter.

Sincerely,
[Your Name]