

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

Dear [Recipient Name],

Subject: Health Screening Results

I hope this letter finds you in good health. We are writing to inform you of your recent health screening results, conducted on [date of screening].

**\*\*Summary of Results:\*\***

- [Test/Screening Name]: [Result] (Normal/Abnormal)
- [Test/Screening Name]: [Result] (Normal/Abnormal)
- [Test/Screening Name]: [Result] (Normal/Abnormal)

If your results indicate any areas of concern, please find enclosed additional information and recommendations for follow-up. We encourage you to schedule a consultation with your healthcare provider to discuss your results in detail and consider any necessary next steps.

Please feel free to reach out to us at [contact number] or [email address] if you have any questions regarding your results.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization]