

[Your Name]
[Your Title]
[Your Practice/Facility Name]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Patient's Name]
[Patient's Address]
[City, State, Zip Code]

Dear [Patient's Name],

Subject: Acknowledgment of EKG Test Completion

We would like to formally acknowledge the completion of your EKG (electrocardiogram) test conducted on [Date of Test].

Your results are currently being analyzed, and our team will contact you [specify the time frame, e.g., within a week] with the findings and any necessary follow-up steps.

Thank you for choosing [Your Practice/Facility Name] for your healthcare needs. If you have any questions in the meantime, please feel free to reach out to our office at [Phone Number] or [Email Address].

Sincerely,

[Your Name]
[Your Title]
[Your Practice/Facility Name]