

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Medical Facility's Name]  
[Facility's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inquire about the procedures and details regarding the EKG test offered at your facility. Specifically, I would like to know:

1. The preparation required prior to the test.
2. The duration of the procedure.
3. Any potential side effects or discomfort I should be aware of.
4. The process for obtaining results and when I can expect them.

I would appreciate any brochures or information sheets available that detail the EKG procedure.

Thank you for your assistance. I look forward to your prompt response.  
Sincerely,

[Your Name]