

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

Dear [Recipient's Name],

I am writing to express my intent to schedule an EKG testing appointment at your facility. I have been advised by my healthcare provider to undergo this diagnostic test to assess my heart health.

Please let me know the available dates and times for the appointment, as well as any necessary preparations I should be aware of prior to the test.

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

Sincerely,  
[Your Name]