

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

Dear [Patient's Name],

I hope this letter finds you well. Enclosed you will find the results of your recent EKG performed on [date of EKG].

The findings indicate that [brief summary of findings, e.g., normal sinus rhythm, any abnormalities detected, etc.].

Based on these results, I recommend [any necessary follow-up actions, additional tests, or referrals]. It is important to discuss these findings with you in detail to address any questions or concerns you may have.

Please feel free to reach out to our office to schedule a follow-up appointment.

Thank you for your attention to this matter.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title]