

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Title]
[Hospital or Clinic Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an electrocardiogram (EKG) procedure for [Patient's Name], who is a [relationship to patient, e.g., my child, my spouse, etc.]. The reason for this request is [briefly explain the reason for the EKG, e.g., recent symptoms, routine check-up, etc.].

Please let me know the available dates and times for the procedure, as well as any necessary preparations that need to be made beforehand. We understand the importance of this test and are committed to ensuring that all required protocols are followed.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Title, if applicable]