

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an electrocardiogram (EKG) for [Patient's Full Name], who is [Patient's Age] years old.

The patient has been experiencing [brief description of symptoms or concerns], and I believe that an EKG will help in assessing their cardiac health.

Please find attached any relevant medical history and documentation for your review. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Institution/Practice Name]