

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

Dear [Patient's Name],

I hope this letter finds you well. I am writing to provide you with information regarding the Electrocardiogram (EKG) procedure that you will be undergoing on [date of procedure].

An EKG is a simple and non-invasive test that records the electrical activity of your heart. It helps us assess the heart's rhythm, detect issues with heart structure, and determine how well blood is being supplied to the heart muscle.

During the procedure, you will be asked to lie down comfortably. Small electrodes will be placed on specific areas of your chest, arms, and legs. These electrodes will capture the electrical impulses of your heart and send them to a machine that prints out the EKG results. The entire process typically takes about 10 minutes and is painless.

Please wear loose-fitting clothing and avoid applying any lotions or creams on your chest on the day of the test. If you have any questions or concerns, feel free to reach out to our office at [phone number] or [email address].

Thank you for your attention, and we look forward to seeing you on [date of procedure].

Sincerely,

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