

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

Dear [Recipient's Name],

Subject: Letter of Explanation for Eye Exam Results

I hope this letter finds you well. I am writing to provide an explanation regarding the results of my recent eye exam conducted on [date of exam]. Upon examination, the results indicated [briefly summarize key findings, e.g., "a mild case of myopia and an increased risk of dry eye syndrome"]. My eye care professional, [Doctor's Name], has recommended [treatment or next steps, e.g., "a prescription for corrective lenses and the use of artificial tears to manage symptoms"].

The purpose of this letter is to clarify the implications of the eye exam results and any potential adjustments that may be necessary in my daily activities or job responsibilities. [If applicable, explain how these results will impact your work or daily life, e.g., "This diagnosis may necessitate changes to my computer work routine to alleviate eye strain."]

I appreciate your understanding and support regarding my eye health, and I am committed to following the recommended treatment plan. Should you need any further information or documentation from my eye care provider, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position, if applicable]