

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Name of the Clinic/Practice]
[Clinic Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally receive the results of my recent eye test conducted on [date of eye test].

I would appreciate if you could provide me with a detailed summary of the findings, including any necessary recommendations or follow-up actions required based on the results.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]