

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Clinic/Office Name]
[Office Address]
[City, State, Zip Code]
Dear [Recipient's Name],
I hope this message finds you well.
I am writing to provide you with the results of my recent eye exam
conducted on [Date of Exam].
Vision Assessment:
- Right Eye (OD): [Vision Score]
- Left Eye (OS): [Vision Score]
- Overall Assessment: [Assessment Summary]
Additional Findings:
- [Findings - e.g., presence of astigmatism, cataracts, etc.]
- [Discussion of any concerns from the exam]
Recommendations:
- [Recommended actions, such as prescription for glasses/contacts,
follow-up appointments, or treatment plans]
Please feel free to contact me if you need any further information or
clarification regarding my eye exam results.
Thank you for your attention to this matter.
Sincerely,
[Your Name]
[Your Signature (if sending a hard copy)]