

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

Dear [Recipient Name],

Subject: Hearing Test Results

I hope this message finds you well. I am writing to provide you with the results of my recent hearing test conducted on [test date] at [facility name].

The following is a summary of the findings:

- ****Type of Test Conducted****: [e.g., Pure Tone Audiometry]
- ****Results****:
 - Right Ear: [e.g., Mild Hearing Loss, 25 dB]
 - Left Ear: [e.g., Normal Hearing, 15 dB]
- ****Additional Observations****: [e.g., No signs of tympanic membrane issues]
- ****Recommendations****: [e.g., Follow-up in one year, Consider hearing aid]

If you have any questions regarding these results or require further clarification, please feel free to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]