

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to discuss the IV treatment that [Patient's Name] is scheduled to receive on [Date].

[Briefly explain the reason for the IV treatment and any relevant medical background].

It is important for us to ensure that everything is in place for the treatment. [Include any specific requests or questions regarding the procedure, aftercare, or medication].

Thank you for your attention to this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you have any questions or require further information.

Sincerely,

[Your Name]  
[Your Title/Relationship to Patient]