

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

[Recipient's Name]
[Recipient's Title/Position]
[Recipient's Institution/Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the insertion of an intravenous (IV) line for [Patient's Name], [Patient's Age or ID], who is currently under my care at [Ward/Department].

The indication for this IV insertion includes [briefly state the reason, such as dehydration, medication administration, etc.]. Given the patient's condition, it is essential to ensure efficient medication delivery and fluid management.

I kindly request that the IV insertion be carried out at your earliest convenience. Please let me know if there are any specific protocols or additional information required for this procedure.

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Designation]