

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Facility Name]
[Facility Address]
[City, State, Zip Code]
Subject: PCR Test Results

Dear [Recipient Name],

I hope this letter finds you well. I am writing to request my PCR test results conducted on [Date of Test] at [Testing Facility Name].

Patient Information:

- Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Test ID: [Your Test ID (if applicable)]

Please send the results to my email address or provide information on how I may obtain them.

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

Sincerely,
[Your Name]