[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]
Dear [Recipient's Name],
Subject: PCR Test Verification Request
I am writing to request verification of my recent PCR test results conducted on [date of test] at [testing location]. The details of the test are as follows:
- Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Test Result: [Positive/Negative]
- Test Reference Number: [Reference Number]
I would appreciate your assistance in confirming the validity of these results for [reason for verification, e.g., travel, employment, etc.].
Thank you for your attention to this matter. Please feel free to contact me if you need any additional information.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]