

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

Dear [Recipient's Name],

Subject: Request for PCR Test Results

I hope this message finds you well. I am writing to formally request the PCR test results for [Patient's Name], who underwent testing on [Date of Test] at [Testing Facility Name].

For record-keeping and further action, we kindly ask that you provide a copy of the test results at your earliest convenience.

Thank you for your assistance in this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]

[Your Position]