

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

Dear [Recipient's Name],

Subject: PCR Test Results for Entry Requirements

I am writing to confirm that I have undergone a PCR test for COVID-19 to fulfill the entry requirements for [specify purpose, e.g., travel, event, etc.]. Below are the details of my test:

- **Name:** [Your Full Name]
- **Date of Birth:** [Your DOB]
- **Test Date:** [Date of Test]
- **Test Result:** [Positive/Negative]
- **Laboratory Name:** [Name of the Testing Laboratory]
- **Laboratory Contact Information:** [Phone Number/Email]
- **Report Date:** [Date of Report Issued]
- **Test Reference Number:** [Reference Number]

I affirm that the above information is accurate and complies with the entry requirements of [Country, State, or Event Name]. Please find the attached copy of my PCR test result for your records.

Thank you for your attention to this matter.

Sincerely,

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