

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Confirmation of PCR Test Result

Dear [Recipient's Name],

This letter serves to confirm that [Name of the Individual] has undergone a PCR test for COVID-19 on [Date of Test] at [Testing Facility Name].

- **Test Result:** Negative

- **Test Date:** [Date of Test]

- **Test Result Date:** [Date Result Received]

- **Testing Laboratory Contact Information:** [Lab's Phone Number/Email]

This result is valid for entry into [Event Name] on [Event Date]. Please ensure to bring this letter along with any required identification for verification at the event entrance.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]

[Additional Notes or Instructions, if any]