

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

Dear [Recipient Name],  
This letter serves to confirm that I have undergone a PCR test for COVID-19 on [Test Date]. The test was conducted at [Testing Facility Name], and the results were processed on [Result Date].

Test Result: [Positive/Negative]

Reference Number: [Reference Number]

Please find attached the official test report for your records.

If you have any questions or require further information, do not hesitate to contact me.

Thank you.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position/Title (if applicable)]