

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient's Position]
[Recipient's Organization]
[Organization's Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well.

I am writing to request a PCR test due to [reason for testing, e.g., travel requirements, exposure to COVID-19, etc.]. I would appreciate any guidance on how to proceed with the testing process and any necessary documentation that might be required.

[Include any additional details, such as symptoms, location preferences, or appointment availability.]

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]