

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a tuberculosis (TB) test for [specific reason, e.g., employment, travel, school requirements].

As part of the [specific program, job application, etc.], I am required to undergo TB testing to ensure my health and compliance with relevant regulations. I would appreciate it if you could provide me with information regarding the testing process, including availability and any necessary paperwork I might need to complete prior to the appointment. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Title/Position if applicable]